

CENTER



POINT

“The Center of the State”

City Council Approves Changes to Personnel Policies and Procedures

Effective January 1, 2013, the City Council has approved several changes to the city’s Personnel Policies and Procedures Manual. The major changes are listed below. To review these changes in their entirety, please review a copy of the Personnel Policies and Procedures Manual. A copy of the Manual should be available in each department.

Article IV. Payroll Administration

Section 9. Overtime and Special Duty Assignment

This section was added so that the city has a better grasp on overtime rules and regulations. There seems to be a lot of confusion about whether or not overtime is earned because an employee works beyond their scheduled time on a particular day, or if it is earned because the employee works beyond their scheduled time during that full work week. The Personnel Committee members felt that this change would help employees and supervisors understand that you have to look at how much an employee works during the full work week, not on a particular day. New timesheets have been developed that will specify the difference between just regular overtime when an employee has already got their time in for that week, and are needed to work additional time on top of that, OR if the employee’s work falls into a new category that has been added called Special Duty Assignments. Special Duty Assignments will be used in an extraordinary circumstance when the employee is desperately needed to finish a job, and will receive bonus time, even if they have not physically worked their full work schedule for that week. For example, maybe the employee took two days off for vacation that week. Under the Special Duty Assignment section of the timesheet, they can earn bonus time, even though they have not physically worked their full work schedule for that week. But the reasons for this additional time will have to be clearly documented on the timesheet, and will be subject to review by the City Manager for approval. This policy change also gives department heads more flexibility to adjust work schedules and allow their employees, who are working on an unscheduled project, to go ahead and leave work after their scheduled number of hours have been completed, and hopefully cut down on overtime hours that way as well.

Article V. Leave of Absence

Section 9. Sick Leave—Accumulation

When the city’s Personnel Policy was first implemented, the retirement system only allowed an employee to use 1440 hours of sick leave, or 9 months, towards their creditable service. And so, employees were allowed to use any sick leave over that 1440 hours as vacation leave. Many years ago, the Retirement System did away with that limitation, and now allows unlimited use of sick leave towards creditable service at retirement. Therefore, the members of the Personnel Committee felt that there was no longer a need for the use of sick leave traded for vacation leave, and the City Council approved to delete that sentence from the policy. From this point forward, sick leave can only be used for illness of the employee or a qualified family member.

Article X. Disciplinary Actions

Section 5. Dismissal/Demotion

This section is basically the same, the members of the Personnel Committee have just tried to spell out the steps in disciplinary actions more clearly because employees and managers have complained that, even after they read this article, they still don’t really understand how the disciplinary process is supposed to work. Changes have been that will make this section easier to understand.

Section 7. Administrative Guidelines

(B) Improper Personal Conduct

The following has been added as an example of Improper Personal Conduct: (22) Providing an untruthful statement or statements during an administrative investigation conducted by the city and/or otherwise attempting to impede the ability of the city to conduct an accurate and complete administrative investigation.

(E) Review of Documentation

Prior to this change, employees were not allowed to request that disciplinary actions be removed from their personnel jackets. The revised policy now reads, in part: “An employee who objects to material in his or her personnel jacket may place in the file a statement relating to the material the employee considers inaccurate or misleading. The employee may seek the removal of such material by filing a grievance and following the grievance procedures specified in Article XI of the City of Asheboro Personnel Policies and Procedures Manual.”

January Birthdays

Greg Abernethy
Derrick Britt
Linda Carter
Matt Clapp
Andrew Connor
Ricky Croker
Todd DeHaven
Danny Floyd
Burt Harvey
James Henley
Phillip Hogan
Stanley Hussey
Kevin Ingold
Frankie Kelly

Justin Luck
Bryan McKenzie
Johnny Miller
Christian Morgan
Robert Potts
Travis Rich
Chris Schadt
Robbie Shortridge
Richard Stanley
Diana Trinh
Bruce Tuttle
Abigail Vuncannon
Ricky Watts



January Service Anniversaries

20 Years

Kevin Ingold—Police

10 Years

Chuckie Spencer—Police

5 Years

Shawn Davis—Water Meter

Drew Fioranelli—Information Technology

Jody Maness—Recreation Services

Pete Sulzer—Technical Services

January Holidays

City offices will be closed for New Year's Day on Tuesday, January 1; and will be closed for the Martin Luther King, Jr. Holiday on Monday, January 21.

New Arrival!!!

- Congratulations and best wishes to **Timmy Hussey** (Fire), on the birth of his new baby boy, Braylon Tyler, born on November 29.



Happy Retirements

- We offer our best wishes to **Joey Bunting** (Environmental Services) on his retirement on December 31, with 30 years of service. At the time of his retirement, **Joey** served as a Sanitation Equipment Operator II.
- We also offer our best wishes to **Dalton McDowell** (Street) on his retirement on December 31, with 17 years of service. At the time of his retirement, **Dalton** served as a Street Equipment Operator II.
- And we offer our best wishes to **Junior Vuncannon** (Police) on his retirement on December 31, with 27 years of service. At the time of his retirement, **Junior** served as a Police Captain.



Holiday Food Drive a Huge Success

A big thank you to all employees who donated food for the City of Asheboro Holiday Food Drive. We were able to donate close to 1000 pounds of food to the Christians United Outreach Center.

Promotions

Fire

Karen Lovings—Firefighter II

Brad Wilson—Firefighter II

Wastewater Treatment Plant

Travis Rich—Wastewater Treatment Plant Operator II

JANUARY IS THE DEADLIEST MONTH FOR CARBON MONOXIDE POISONING

Carbon Monoxide is a clear, colorless and odorless poison gas that is responsible for many preventable deaths in the United States.

A new study by the federal Centers for Disease Control states that, "at least two people die each day from carbon-monoxide poisoning in January.

When the weather gets colder, many people turn to their gas powered furnaces for a source of heat. Also, when we start having power outages from snow and ice, we turn to portable generators, charcoal briquettes, propane stoves or grills for heating. The carbon monoxide fumes will build up in a room, car, camper, garage or any closed area.

Carbon monoxide gases (fumes) will kill you quick without a warning because you cannot see it, smell it, or even taste it.

The symptoms of carbon monoxide exposure are headache, dizziness, weakness, nausea and vomiting. Also, some even have hallucinations before death. Seek medical attention with anyone of these symptoms.

Remember to protect yourself from these fumes when trying to stay warm on cold icy days.

Safety tips to prevent carbon monoxide poisoning:

- Have your heating system, water heater and any other gas, oil or coal-burning appliance inspected and serviced by a qualified technician every year.
- Install battery-operated CO detectors on every level of your home.
- Don't use a generator, charcoal grill, camp stove or other gasoline or charcoal-burning device inside the home, basement or garage or outside the home near a window.
- Don't burn anything in an unvented stove or fireplace.
- Don't let a vehicle idle inside a garage attached to a home, even if the garage door is left open.
- Don't heat a house with a gas oven.

If you have a carbon monoxide detector in your home and the alarm sounds off, get out; call 911 from outside of house.

Again, seek prompt medical attention with symptoms of monoxide poisoning.

Jay Hanson Wins Car !!!

Excitement was in the air on Friday night, December 14 at "Christmas on Sunset."

The names of five (5) people who had donated at least \$100 to this year's United Way Campaign were given keys to try to open the grand prize of either a Honda Fit, Nissan Versa, Mazda 2, or Dodge Dart. Our own **Master Police Sergeant Jay Hanson** was one of the lucky contestants. When he tried his key, the lock popped right up. Congratulations to **Jay**, and thanks to all of you for an amazing United Way Campaign.

