

RESOLUTION 13-09

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.**

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 20<sup>th</sup> day of June 2013.

  
\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

  
\_\_\_\_\_  
Amanda Brewton, City Recorder

**City of White House  
Personnel Manual  
Table of Contents**

**SECTION 1 - PERSONNEL POLICIES**

- 1.1 Purpose and Objectives
- 1.2 Personnel Policy Statement
- 1.3 Coverage
- 1.4 Administration
- 1.5 Organizational Chart

**SECTION 2 – DEFINITIONS**

**SECTION 3 – CLASSIFICATION PLAN**

- 3.1 Purpose
- 3.2 Composition of the Classification Plan
- 3.3 Use of Classification Plan
- 3.4 Allocation of Positions
- 3.5 Request for Reclassification

**SECTION 4 – PAY PLAN AND COMPENSATION**

- 4.1 Purpose of the Pay Plan
- 4.2 Composition of the Pay Plan
- 4.3 Maintenance of the Pay Plan
- 4.4 Use of Salary Ranges
- 4.5 Pay for Part-Time Work
- 4.6 Minimum Wage
- 4.7 Overtime Pay
- 4.8 Direct Deposit
- 4.9 Paychecks

**SECTION 5 – EMPLOYMENT**

- 5.1 Applications
- 5.2 Recruitment by Examination
- 5.3 Types of Examination
- 5.4 Notification and Inspection of Examination Results
- 5.5 Physical Examinations
- 5.6 Nepotism
- 5.7 Minimum Age
- 5.8 Types of Employees
- 5.9 Appointments, Promotions, Demotions and Transfers
- 5.10 Probationary Period
- 5.11 Performance Appraisal / Evaluation
- 5.12 Merit / Pay-for-Performance Plan
- 5.13 Outside Employment
- 5.14 Workday / Workweek
- 5.15 Attendance
- 5.16 Grievance Procedure
- 5.17 Types of Separations
- 5.18 Separation Requirements
- 5.19~~8~~ Staff Reduction

## SECTION 6 - BENEFITS AND LEAVE POLICIES

- 6.1 Holidays
- 6.2 Holiday Pay
- 6.3 Annual Vacation with Pay
- 6.4 Sick Leave
- 6.5 Leave without Pay
- 6.6 Bereavement Leave
- 6.7 Military Leave
- 6.8 Jury Duty Leave
- 6.9 Family and Medical Leave
- 6.10 Health Benefits
- 6.11 Retirement Benefits
- 6.12 457 Deferred Compensation Plan
- 6.13 Workers' Compensation
- 6.14 Election Day Leave

## SECTION 7- CONDUCT OF EMPLOYEES

- 7.1 Rules of Conduct
- 7.2 Drug Free Workplace
- 7.3 Travel Policy
- 7.4 Use of City Vehicles and Equipment
- 7.5 Sexual Harassment
- 7.6 Computer Use and Monitoring
- 7.7 Workplace Violence and Harassment
- 7.8 Social Media

## SECTION 8 - DISCIPLINARY PROCEDURES

- 8.1 Disciplinary System
- 8.2 Department Heads and Supervisory Staff Responsibilities
- 8.3 Maintenance of Records
- 8.4 Appeal Procedure

## SECTION 9 - AMENDMENT OF PERSONNEL RULES

- 9.1 Amendments
- 9.2 Special Note

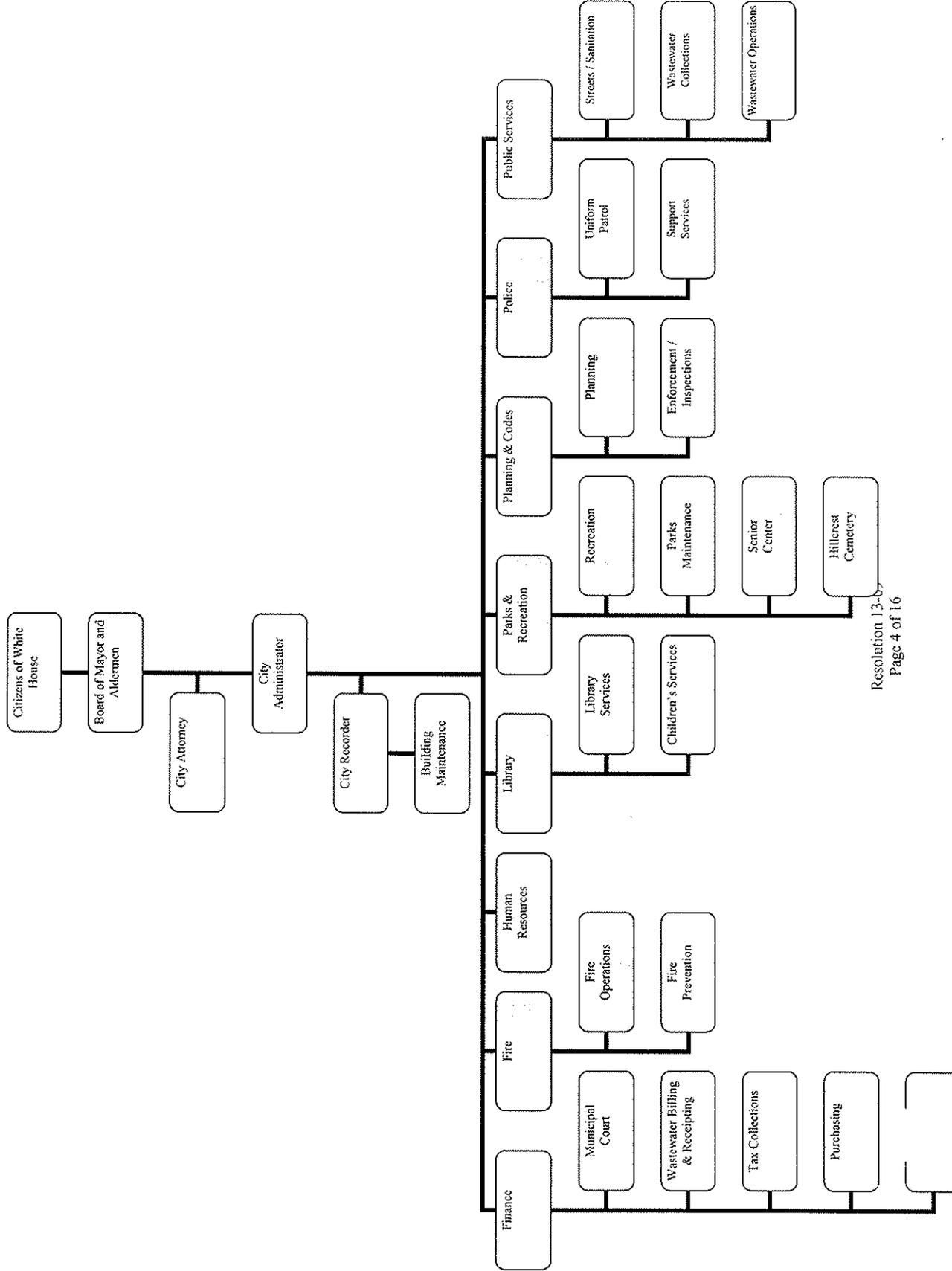
## SECTION 10 - PERSONNEL MANUAL REVISION LOG

## SECTION 110 - APPENDIX- PERSONNEL FORMS

- 11.1 City Employee Rights
- 11.2 Notice of Charges
- 11.3 ~~Garrity Warning Form~~ Employee Appraisal
- 11.4 Leave Request
- 11.45 Employee Request
- 11.56 Travel Authorization Reimbursement Request
- 11.67 Grievance/Disciplinary Appeal Form
- 11.78 Performance Correction Notice
- 11.89 Personnel Action Form

**SECTION I - PERSONNEL POLICIES**

**City of White House Organizational Chart 1.5**



## SECTION 2 - DEFINITIONS

**Guests of the City** – Persons with which the City is conducting business, citizens involved in public safety ride-alongs per departmental policies, persons who the City Department is responsible for transport in a public safety setting, etc.

**Part-time Employee** – An employee appointed to fill a vacancy or a newly created position who works less than a ~~forty~~ thirty hour week. Only employees who work more than thirty hours per week are eligible for benefits.

## SECTION 5 - EMPLOYMENT

### 5.8. TYPES OF EMPLOYEES

5.8.2. **Part-Time Employee.** Part-time employees work less than ~~40~~ 30 hours per week on a regular basis. Employees hired prior to 7/1/2000 working at least 30 hours a week are eligible for City leave benefits on a prorated basis according to the actual hours worked. ~~Employees who work at least 30 hours a week are also eligible for additional benefits through the City.~~ A part-time employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.8.3. **Temporary Employee and/or Part-Time Employee.** A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary ~~and part-time~~ employees may be terminated at any time during the course of their employment without recourse.

5.8.5. **Volunteers Firefighters.** ~~Volunteer firefighters are appointed by the Fire Chief when necessary. Volunteers are reimbursed based on the "Membership Points & Incentive Program" and receive no other compensation or benefits. Except Volunteer firefighters and reserve police officers receive coverage under the liability coverage of the City and Workers' Compensation. All volunteers are required to sign a waiver of liability form and filed with Human Resources Department.~~

### 5.11. PERFORMANCE APPRAISAL / EVALUATION

~~Each employee may be given a performance evaluation at the midpoint and completion of his/her respective probationary period by the immediate supervisor. Annually, each employee's performance may be formally reviewed by his/her immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The overall rating will be one of the following five levels:~~

| Rating             | Definition of Rating   | Guidelines  |
|--------------------|--|---|
| <b>Outstanding</b> | Exceptional, extraordinary, well above standard. Employee achieves all major objectives, most by a wide margin. Performance is consistently characterized by exceptionally high quality work. Contributions to the City are repeatedly far above the requirements of the position. | Use when performance is exceptional.<br><br>Far exceeds requirements. |

|                           |   |   |
|---------------------------|---|---|
| <b>Above Standard</b>     | Performance exceeds position requirements. Consistently meets all major objectives, producing high quality work. Makes valuable contributions to the organization and contributes more than required share. Takes initiative beyond job responsibilities. Requires minimal supervision. | Use when performance consistently exceeds standards.<br><br>Exceeds requirements.         |
| <b>Solid Performer</b>    | Satisfactory and competent performance. Meets all performance requirements and produces quality work. Performance on some objectives exceeds requirements; may be deficient in a few, but overall performance is solid. Requires moderate supervision.                                  | Use when all standards for successful performance are met.<br><br>Meets all requirements. |
| <b>Improvement Needed</b> | In general, meets performance requirements and accomplishes objectives. Understands basic job responsibilities. Needs some growth and development. May be new in job. Requires supervision.   | Use when performance standards are generally not met. Meets minimum requirements.         |
| <b>Unsatisfactory</b>     | Performance is clearly below the level of acceptability. Unable to perform essential functions. Deficiencies may be correctable. Requires frequent counsel, guidance, and close supervision.  | Use when performance has been deteriorating.<br><br>Fails to meet requirements.           |

Formal employee evaluations will be conducted annually during the month of January for the preceding calendar year. It is expected that each Department Head, Supervisor and/or other Department designee complete and disseminate evaluations accordingly to respective employees/direct reports. Each employee is afforded an opportunity to meet "individually" with his/her evaluator to discuss evaluation ratings. Completed/Signed evaluations are then forwarded to the Department of Human Resources and City Administrator for appropriate review and filing. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

~~The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.~~

**Rating Period** The annual rating period for pay-for-performance begins ~~July~~ January 1 of each year and ends ~~June 30 of the following year~~ December 31. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

~~**Assessment** The supervisor or Department Head and employee will review the job description together, and determine if the job description properly describes the duties and responsibilities of the~~

~~position. Job descriptions will be amended or revised as necessary. The supervisor will also review and assess employee performance on each job element. Non-Department Heads will be assessed on (1) Basic Performance Standards, (2) Additional Performance Standards, and, if in a supervisory role, (3) Supervisor's Performance Standards. Department Heads will have a separate appraisal form, and may be assessed on goals and objectives and performance attributes. The tentative rating assigned to each section of the appraisal and the overall performance rating will be discussed with the employee.~~

**Effective Date for Merit.** The award of pay for performance will be given as a bonus rate increase in December July following the performance appraisal period as the budget allows.

#### **5.18. SEPARATION REQUIREMENTS**

Upon separation from employment, employees are expected to settle all financial balances, obligations, debts, etc., for goods and services and other job related expenditures issued and afforded while employed by the city. Arrangements should be made with the Department of Human Resources to ensure timely measures in securing and retrieving due funds. The City of White House has the authority to deduct owed amounts from regular and final payroll checks as deemed appropriate.

Employees must comply accordingly with City of White House monetary reimbursement requirements to prevent forfeiture of funds from payroll and final employment checks. Reimbursement is payable at the actual and/or existing attached value amount of those said services, items or goods.

Employees refusing to follow established protocol to pay for goods, items and services used and/or received while in the context of their jobs for both work related or personal usage are subject to receiving imposed legal sanctions, fines, etc., as applicable to the situation.

Understanding of this policy is acknowledged by receipt of the City of White House Employee Personnel Manual.

#### **5.198. STAFF REDUCTION POLICY**

### **SECTION 6 - BENEFITS AND LEAVE POLICY**

#### **6.1. HOLIDAYS**

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. ~~New Non-exempt employees are not eligible for paid holidays while serving during their first 90-days probationary period of employment.~~

|                                  |   |
|----------------------------------|---|
| New Year's Day                   | January 1st   |
| Martin Luther King, Jr. Day      | 3rd Monday in January                                     |
| President's Day                  | 3rd Monday in February                                    |
| Good Friday                      | Thursday before Easter Sunday                             |
| Memorial Day                     | Last Monday in May  |
| Independence Day                 | July 4th  |
| Labor Day                        | 1st Monday in September                                   |
| Columbus Day                     | 2nd Monday in October                                     |
| Veterans Day                     | November 11th   |
| Thanksgiving Day                 | 4th Wednesday in November                                 |
| Day After Thanksgiving           | 4th Thursday in November                                  |
| <u>Holiday Employee Luncheon</u> | <u>Half Day on the Last Work Day Before Christmas Eve</u> |
| Christmas Eve                    | December 24th   |
| Christmas Day                    | December 25 <sup>th</sup>                                 |

*The City of White House follows the Sumner County holiday schedule.*

### 6.3. ANNUAL VACATION WITH PAY

**Eligibility.** Part-time, ~~Temporary~~ and seasonal employees are not eligible for leave.

**Termination of Employment.** An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee gives at least two weeks' written notification ~~and works the entire notification period~~. For notification of less than two weeks, the vacation payout shall be forfeited. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. ~~The termination date shall be the last date worked.~~

### 6.4. SICK LEAVE

**Eligibility and Waiting Period.** Sick leave may only be taken by full-time non-exempt employees after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.) Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates.

**Accrual.** Each full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 1040 hours. ~~Part time employees will accrue benefits on a prorated basis according to the actual hours worked.~~ Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 1400.

~~**Maximum Accrual.** Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum.~~

**Retirement Credit.** An employee who takes regular retirement may be paid for one-half of unused accrued sick leave allowance to a maximum of 520 hours at the employee's regular straight time rate of pay in effect as of the date of retirement. Remainder of accrued sick hours will be reported to TCRS for consideration of retirement credit.

### 6.14. ELECTION DAY LEAVE

Employees are eligible for paid-time-off to vote in-person on Election Day, if:

- (1) The employee requests time-off for voting by noon the day before election day
- (2) The employee's shift begins less than three hours after polls open and ends later than 4:00pm CST.

Department Heads must provide such an employee with a reasonable period of time in which to go vote, in any event, no more than three hours.

## SECTION 7 – CONDUCT OF EMPLOYEES

### Rule 26 – USE OF CITY OWNED PROPERTY/CELL PHONES

The personal use of City-owned property is discouraged. City-owned property includes, but is not limited to, use of copiers, fax machines, telephones, computers, business cards, work badges, uniforms, and logo attire.

Employees issued a City-owned cellular phone due to the nature of their position shall be able to receive and initiate personal calls. However, should personal minutes or data usage exceed the number of minutes allowed by the City's cellular phone plan, the employee is responsible for reimbursement to the City for the overage of charges.

Employees shall utilize City owned property only for its intended purpose in accordance with established procedures and shall not abuse, damage, alter, tamper with, repair unless authorized, lose, or allow unauthorized persons to use City-owned property. All city-owned property issued to employees shall be maintained in a proper order. Intentionally defacing or damaging City property is not permitted. Employees are discouraged from texting information concerning contracts, personnel status and tort litigation issues. These types of messages must be kept for possible future open public records requests.

Employees using personal equipment, such as cameras, tape recorders, tape measures, etc., do so at their own risk and no liability shall extend to the city for the loss or damage of such equipment.

#### **Rule 27 – CARRYING FIREARMS**

Employees shall only be allowed to carry firearms in accordance with Federal, State, and local laws and ordinances. Employees permitted to carry a handgun by the State of Tennessee are required to give a copy of permit to their department head and to the Human Resources Director. Handgun carry permit holders carrying a firearm in the workplace must keep their firearm concealed or secured in their vehicle. Improper display or misuse of a firearm is strictly prohibited. Violation of this policy will be considered a serious offense and could lead up to termination of employment.

### **7.4. USE OF CITY VEHICLES AND EQUIPMENT**

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. As City property, smoking is not allowed in any City owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a City owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the City on employees' W-2 forms.

The City of White House employees that drive a City-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a City-owned vehicle. Employer retains the right to, at any time during employment, verify independently that an employee's driver's license remains valid.

The **Take Home Vehicle Policy** includes, but is not limited to, the provisions below:

**7.4.5.1** The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)

- ~~Animal Control Officer~~ Scheduled On-Call Detective
- Police K9 Officer
- Police Patrol Division Supervisor
- Detective Sergeant
- Police Chief
- Fire Chief
- Fire Marshall
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team
- Wastewater Superintendent

7.4.5.2 As a general rule, the following are the only employees authorized assignment of a take home vehicle:

- City Administrator
- ~~Public Works~~ Service Director
- Parks Director
- ~~Wastewater Director~~
- ~~City Engineer~~

## SECTION 8 – DISCIPLINARY PROCEDURES

### 8.1. DISCIPLINARY SYSTEM

#### PROCEDURE

##### Administration of Discipline

##### **C. Verbal Reprimand Disciplinary Action**

1. Verbal Reprimand - If the employee misconduct is serious or a pattern of minor, repeated, or multiple acts of misconduct or mistakes, the employee will be reprimanded. A verbal reprimand is reduced to writing and is used to formally document conduct that does not comply with accepted standards.

- D. An employee, who is the subject of a Disciplinary Hearing or Internal Affairs Investigation, will be provided all provisions of the *Rights of Employees* and procedural safeguards provided by applicable statutory and case law. ~~Employees taking part in a Chief's Hearing will be subject to the provisions of Garrity v. New Jersey, 282US493; commonly known as the Garrity Warning.~~

### 8.1. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES

#### Department Head Authority and Responsibilities

2. As due process prior to making a final disposition of all Internal Affairs *Sustained* investigations or other investigation of an employee.
- C. Employee Rights – An employee, will be required to read and sign the *Rights of Employees and Garrity Warning* Forms.

**SECTION 10 PERSONNEL MANUAL REVISION LOG**

| Rev # | Date     | Section Revised | Description of Revision(s)  |
|-------|----------|-----------------|---|
| 1     | 01.16.09 | All             | Change in format from page enumeration to section enumeration.  |
| 2     | 01.16.09 | 10              | Addition of Revision Log  |
| 3     | 01.16.09 | 6.13            | Addition of Light Duty language to Worker Compensation Policy   |
| 4     | 01.16.09 | 7.3.2           | Addition of language clarifying Safety Specific Personnel and guidelines to Drug-Free Workplace policy            |
| 5     | 01.16.09 | 7.9.7           | Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy                 |
| 7     | 01.16.09 | 7.17            | Addition of clarifying language to Workplace Violence Policy  |
| 8     | 01.16.09 | 5.11            | Addition of language clarifying annual eligibility of employees for performance evaluations.                      |
| 9     | 01.16.09 | Appendix        | Elimination of appendix, as all attached appendices are now available on the Employee Intranet as individual does |
| 10    | 02.19.09 | 6.1             | Align Holiday Schedule with 4 day work week   |
| 11    | 02.19.09 | 6.2             | Aligns Holiday Pay with 10 hour work days   |
| 12    | 08.20.09 | 6.2             | Clarification of policy for part-time workers   |
| 13    | 08.20.09 | 6.3             | Clarifying language for accrual benchmarks  |
| 14    | 08.20.09 | 6.6             | Clarification of policy   |
| 15    | 08.20.09 | 6.7             | Policy clarification and definition of a 'day' for purposes of leave administration                               |
| 16    | 08.20.09 | Definitions     | Inclusion of approved in laws within bereavement policy   |
| 17    | 08.20.09 | 7.9.7           | Clarification of policy to align with per diem and overnight travel   |
| 18    | 08.20.09 | 7.10            | Alignment of City Vehicle use with IRS code taxable fringe guidelines   |
| 19    | 01.25.11 | All             | Changes to all sections of the handbook   |
| 20    | 05.15.12 | All             | Complete revision   |

CITY OF WHITE HOUSE

Employee Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interview Location: \_\_\_\_\_

\_\_\_\_\_

Interviewer(s): \_\_\_\_\_

\_\_\_\_\_

YOUR RIGHTS

1. Prior to an internal interview concerning allegations of violations of administrative matters relating to the official business of the City of White House, the employee shall be advised as follows:
  - a. The employee is required to answer all questions fully and truthfully.
  - b. Refusal to comply with an order is a violation of department rules, which will subject the employee to disciplinary action.
  - c. Any required self-incriminating information disclosed will not be used against the employee in subsequent criminal proceedings.
  - d. ~~The form that is known as the GARRITY WARNING will be used for this purpose.~~
2. An employee shall have the right to be represented, at his expense, by an attorney or supervisor who may, at the request of the employee, be present at all times during the interview, provided such representation does not result in suspension or delay of the interview for an unreasonable period of time. The employee representative is limited to acting as an observer of the interview, except that where the interview focuses on or leads to, evidence of potential criminal activity by the employee. An employee's representative may advise and confer with the employee during the interview.
3. Interviews will be conducted by a supervisor employed by the City, of equal rank or above the employee being interviewed, by a member of the City Law Department or by an agent representing an outside law enforcement agency.
4. Interviews will be conducted at a reasonable hour, preferably at a time that the employee is on duty, and shall take place at the office of the interviewer or another location of mutual convenience.
5. There will be no more than three persons conducting the interview and they will be responsible for all questions directed to the employee.
6. Interview sessions shall be for reasonable periods and shall allow for such personal necessities and rest periods as are reasonably necessary.
7. Employees under investigation shall not be subjected to offensive language nor threatened with transfer, dismissal or disciplinary action during an interview. No promise or reward shall be made by an interviewer as an inducement to answer any question.
8. Interviews will be limited in scope to activities, circumstances, events, conduct or acts, which pertain to the complaint made.
9. No public statement will be made prior to a final decision being rendered.

- 10. No employee shall be compelled to speak or testify before, or be questioned by, any non-governmental agency, or group not directly involved in the investigation.
- 11. No employee shall be required or requested to disclose any item of his property, income, assets, source of income, debts or personal or domestic expenditures, including those of any member of his family or household, unless such information is reasonably necessary in investigating a possible conflict of interest with respect to the performance of his official duties or unless such disclosure is required by law or reasonably related to the matter under investigation.

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of MY RIGHTS and have had any questions I had explained to me.

|                    |     |      |
|--------------------|-----|------|
| Employee Signature | ID# | Date |
|--------------------|-----|------|

|                     |     |      |
|---------------------|-----|------|
| Witnessing Employee | ID# | Date |
|---------------------|-----|------|

# City of White House Employee Performance Appraisal

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_ Job Title: \_\_\_\_\_

Appraisal Type:      Six Month       Annual       Other

Rating Key:              Meets Expectations= M/E              Does Not Meet Expectation= DNM/E

### Job Performance, Knowledge and Skills:

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills.    | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance.                               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policy and procedures.       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Work is completed in a timely manner.                        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

### Communication & Interpersonal Skills:

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information.              | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public.        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships.         | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism.                       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Overall Appraisal Rating:              M/E               DNM/E

Comments:

---

---

---

---

---

**Employee Status:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Annual Performance Appraisal Meets Expectations            | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| No Disciplinary Suspension Issued During Evaluation Period | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Department Training Requirements Met                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Worked Full 12 Month Evaluation Period                     | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**Expected Goals and Objectives for Next Appraisal Period:**

---

---

---

---

---

---

---

---

**Employee Comments:**

---

---

---

---

---

---

---

---

My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

|                              |       |      |       |
|------------------------------|-------|------|-------|
| Employee Signature           | _____ | Date | _____ |
| Appraiser Signature          | _____ | Date | _____ |
| Department Head Signature    | _____ | Date | _____ |
| Human Resources Signature    | _____ | Date | _____ |
| City Administrator Signature | _____ | Date | _____ |

CITY OF WHITE HOUSE  
GARRITY WARNING

At this time, I am going to question you about \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This questioning concerns administrative matters relating to the official business of the City of White House. I am not questioning you for the purpose of instituting a criminal prosecution against you. During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings.

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are **ORDERED TO ANSWER MY QUESTIONS FULLY AND TRUTHFULLY**. This requirement is set forth in our Rules covering insubordination, truthfulness, and compliance with lawful orders.

If you refuse to answer my questions, or the questions of other interviewers assigned to this investigation, this in itself is a violation of City of White House Rules and you will be subject to disciplinary action up to and including dismissal.

1. Do you understand what I have just explained to you? \_\_\_\_\_ Initial if yes \_\_\_\_\_  
\_\_\_\_\_ Initial if yes \_\_\_\_\_

2. Do you have any questions about what I have just explained to you? If you do not have any questions or when your questions are answered, please initial. \_\_\_\_\_

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of the GARRITY WARNING and have had its meaning explained to me.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Witnessing Employee \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_