

# Welcome!



## City Of Snellville Employee Orientation

Updated October 2020

# Agenda

- General Info
- Who's who
- City policies
- Benefits review
- Performance reviews
- Other resources
- Required paperwork
- Summary





# General Information

- The City of Snellville was incorporated in 1923
- Our city encompasses over 10 square miles in southern Gwinnett county
- Population 18,000+ citizens with over 75,000 people living within 3 miles of the city limits
- Snellville operates under a Mayor and Council form of government



# Who's Who on the City Council

- Barbara Bender, Mayor
- Dave Emanuel, Mayor Pro Tem
- Council Members
  - Solange Destang
  - Gretchen Schulz
  - Tod Warner
  - Cristy Lenski



# City Departments

Administration	Butch Sanders City Manager Melisa Arnold City Clerk
Public Safety	Roy Whitehead Chief of Police
Public Works	Gaye Johnson Director
Parks & Recreation	Lisa Platt Director
Planning & Development	Jason Thompson Director

# City Policies



- The City of Snellville Personnel Rules and Regulations and the Pay and Classification Plan are available to employees on the City computer network. You may access them through the City of Snellville Server.
- **My Document or This PC Employee Information**



# Exposure Control Policy

The major goal of our Exposure Control Plan is to promote safe work practices in a effort to minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens that employees may encounter in their work place.



# Exposure Control Policy

To protect our employees as much as possible from the possibility of Hepatitis B infection, the City of Snellville has implemented a vaccination program. This program is available, at no cost, to all employees who have occupational exposure to blood borne pathogens. The vaccination program consists of a series of three (3) inoculations over a six (6) month period. As part of their training, our employees have received information regarding Hepatitis vaccination, including its safety and effectiveness.





# Exposure Control Policy

Below are listed the job classifications in our City where all employees may come into contact with human blood or other potentially infectious materials, which may result in possible exposure to blood borne pathogens.



# Exposure Control Policy

- JOB TITLE
- Police Officers
- Maintenance Workers
- Recycling Center Attendants
- All Parks and Recreation Employees



# Exposure Control Policy

At the City of Snellville we will practice Universal Precautions and treat all human blood and body fluids as if they are known to be infectious for HBV, HIV or other blood borne pathogens



# Drug Free Workplace

The City of Snellville abides by the practices of the "Drug and Alcohol Free Workplace Act of 1988" that all employees of the City must adhere to. It is the City's intent to provide a working environment as free from the use of non-prescribed drugs and alcohol as reasonably possible.

The City reserves the right to test any employee at any time:

- In conjunction with a scheduled physical examination or during pre-employment screening;



# Drug Free Workplace

- When there is reason to believe, in the opinion of the City, that an employee is under the influence of or impaired by alcohol or drugs (prescribed or non-prescribed) while on workplace premises, during working hours, or while on duty, or has reported to work under the influence of an illegal controlled substance.
- Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action.



# Internet Usage Policy

The City of Snellville provides access to the vast information resources of the Internet to help you do your job and stay well informed. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage and technology.



# Internet Usage Policy

The City of Snellville has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal networks. The City reserves the right to monitor usage at any time. No employee should have any expectation of privacy as to his or her Internet usage.



# Your Benefits Review

- United Healthcare

- Choice of 3 plans

- POS

- Employee pays \$120.00 to \$420.00 per month depending on level of coverage.

- HDHP Base Plan with Health Savings Account

- Employee pays \$0.00 per month.

- HDHP Buy-up Plan with Health Savings Account

- Employee pays \$20.00 to \$40.00 per month depending on level of coverage.

Waiting Period - 1<sup>st</sup> day of the month after 30 days of employment





# Your Benefits Review

- United Healthcare Dental Insurance
  - 100% annual checkup (Cleaning)
  - \$50 annual deductible then:
    - 80% Basic
    - 50% Major
  - Maximum of \$5,000 per year.
  - 50% for Ortho max \$1,500 lifetime/child



# Your Benefits Review

- Life & Accidental Death Insurance

- Lincoln Financial Group

- \$50,000 Life Insurance Benefit

- \$100,000 if you die in an accident

- Sworn Officers killed in line of duty

- \$150,000

- Long Term Disability Insurance

- Lincoln Financial Group

- The City provides you LTD coverage to replace 60% of your income if you become disabled for over 90 days.

- Summary Plan Description is available on the city network.



# Your Benefits Review

- On 4/7/86 Federal Public Law 99-272, Title X “COBRA” required that most employers sponsoring a group health plan offer employees & their families the opportunity for a temporary extension of health coverage, at group rates, in certain instances where coverage under the plan would otherwise end.
- The City of Snellville is subject to these laws and a copy of your rights are included in your employment packet.



# Your Benefits Review

- Retirement Benefits – One America

- 401A Money Purchase Plan

- After 1 year of service the City will contribute 6% of your base pay to the Pension Plan. You determine the investment of the funds.

- Vesting: 3 years 50%

- 5 years 100%

- 457 Deferred Compensation Plan

- One America – Provider

- Employee vehicle for personal pre-tax retirement savings.



# Your Benefits Review

## ■ Training/educational opportunities

Tuition Reimbursement Assistance Available to full time employees. Coursework must be pre-approved by department director and employee must show proof that course was passed with grade of “C” or better. (if funded in fiscal budget)

## ■ Longevity Pay

Paid to non-provisional employees in good standing each December (if funded in fiscal budget)

### Classification

Full Time \$50/year of service maximum \$1,000

Permanent Part Time \$25/year of service maximum \$500



# Your Benefits Review

## ■ Vacation Leave

- 40 hours after successful completion of Probation (cannot be carried over)
- 80 hours annually 1 year service thru 4 years service
- 120 hours annually 5 years service thru 9 years service
- 160 hours annually 10 years of service or more

You may only carry over 40 hours of vacation leave from one year to the next. Vacation accrues on the anniversary of your hire date each year.



# Your Benefits Review

- Sick Leave

- Full Time Employees Accrue 8 hours each month to a maximum of 720 hours



# Your Benefits Review

## ■ Holidays

- January 1
- MLK Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday (Employee Choice)





# Performance Reviews

## ■ Purpose of reviews

- The performance evaluation process gives your supervisor an opportunity to provide feedback to you regarding your work performance.

## ■ Frequency and timing of reviews

- You will receive a performance evaluation at the end of your provisional period (6 months) and on at least an annual basis thereafter.
- A Copy of the Employee Evaluation Form is available for you to review on the City Network.



## Other Resources

- City of Snellville Personnel Rules and Regulation
- City of Snellville Pay and Classification Plan
- Your Job Classification Description



# Required Paperwork

- Federal & State Tax Forms, I-9, Internet Policy, Direct Deposit, Humana & Standard Enrollment form, Exposure Control Policy, HEP B Vaccination Program, Drug & Alcohol Policy, Orientation Checklist

Employment paperwork must be completed on your first day of work, unless another time frame is approved by the Personnel Officer.



## Summary

- If you have questions please feel free to contact Gabriela Downs, Benefits Coordinator at ext. 3507.

**We are pleased to welcome you to the  
City of Snellville.**

**Let's go to work!**