

BE IT REMEMBERED THAT THERE WAS BEGUN AND HELD THE SPECIAL MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON JULY 10, 1991 AT 4:00 P.M. IN THE BOARD ROOM OF SAID CITY.

THOSE PRESENT: THE HONORABLE MAYOR JACK GAY, JR.

ALDERMEN

REUBEN CLEPPER
JERRY CROWE
BOBBY RUNNELS
LEROY SCOTT

THE MAYOR DECLARED A QUORUM PRESENT AND DECLARED THE CITY COUNCIL IN SESSION.

THE NOTICE OF SPECIAL MEETING WITH HIS RETURN WAS PRESENTED FOR FILING BY CHIEF HENRY BOUNDS. THE NOTICE READ AS FOLLOWS TO-WIT:

NOTICE OF SPECIAL MEETING

Please be advised that a special meeting of the Mayor and Board of Aldermen of the City of Petal, Mississippi, will be held Wednesday, July 10, 1991, at 4:00 P.M., in the Board Room of said City for the purpose of:

- 1) Amendments and additions to the Personnel Policy
 - a) Drug and Alcohol Abuse Policy
 - b) Holidays and Personal Leave
- 2) Approval of Differential Pay for Policemen and Firemen

s/Jack Gay

Jack Gay, Mayor

s/ Reuben Clepper

Reuben Clepper

s/ Jerry Crowe

Jerry Crowe

Donald H. Rowell

s/ Bobby Runnels

Bobby Runnels

s/ Leroy Scott

Leroy Scott

CHIEF OF POLICE RETURN

I, Henry M. Bounds, Chief of Police of the City of Petal, Mississippi, do hereby certify that more than three hours prior to the time set for said special meeting, I did personally serve upon the foregoing Aldermen, a true and correct copy of this Notice of Special Meeting.

s/ Henry M. Bounds

Henry M. Bounds, Chief of Police

WHEREAS, MAYOR GAY PRESENTED THE FOLLOWING DRUG AND ALCOHOL ABUSE POLICY FOR THE CITY OF PETAL PERSONNEL POLICY:

RULE XV. DRUG AND ALCOHOL ABUSE POLICY

1. **POLICY.** It is the policy of the City that employees shall not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the City's operation. Furthermore, employees shall not possess alcoholic beverages in the work place or consume alcoholic beverages in association with the work place or during work time.

The specific purpose of this procedure is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substances that adversely affect the mind or body.

It is the attempt of the City to continue to fulfill its responsibility to provide reliable and safe service to its citizens and a safe work environment for City employees. Employees must be physically and mentally fit to perform their duties safely and efficiently.

A. INTRODUCTION

1. Employees are expected to report for work and remain at work in a condition to perform assigned duties free from the effects of alcohol and drugs.
 - a. Alcohol or illegal drug abuse represents a threat to the well-being and security of employees and could result in extensive damage to the City's reputation and community service.
 - b. Any involvement with alcohol/drugs that affects the City adversely in any way will not be tolerated.
 - c. Any off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee, the public, City property or equipment, or the City's relations with the public will not be tolerated.
2. The City considers alcoholism and other drug drug addictions to be treatable illnesses. Absences for the specific purpose of City-approved alcohol/drug treatment, will be excused if appropriate leave is used.
3. Ongoing supervisory training is to be provided to assist in recognizing behavioral changes due to drug and alcohol use.

B. USE OF A DRUG OR ALCOHOL ABUSE ASSISTANCE OR REHAB PROGRAM

1. Employees experiencing problems with alcohol or drugs are urged to seek assistance voluntarily before they become serious enough to require disciplinary actions.
2. Participation, in itself, in a drug or alcohol abuse assistance or rehab program for any alcohol or drug problem will not jeopardize and employee's job. In fact successful treatment will be viewed positively. However, participation will not:
 - a. Prevent normal disciplinary action for a violation that may already have occurred.
 - b. Relieve an employee of the responsibility to perform assigned duties safely and efficiently.
 - c. Prevent termination if successful participation is not completed.

C. CONSEQUENCES OF ALCOHOL/DRUG ABUSE

1. Drug Abuse

- a. In addition to the policies governing the Drug-Free Work Place Act and their effect on disciplinary action, be it known that use of alcohol and drugs could result in termination and could also result in criminal prosecution. Any illegal drugs will be turned over to the proper law enforcement authorities.
- b. Employees who are taking prescription drugs, which may affect their behavior should notify their immediate supervisor.

2. Alcohol Abuse

- a. The use or personal possession of alcoholic beverages of any kind on any City property is a dischargeable offense.
- b. For all employees, any alcohol consumption during the workday, including breaks or meals, is prohibited and may result in termination.

3. Under the Influence - Job Related

- a. Where there is no evidence of actual use or consumption during the working day, an employee will be considered under the influence when, in the judgement of management, the employee's ability to perform his or her job safely and effectively is affected by the prior use of alcohol drugs.
- b. Any employee who is perceived to be under the influence shall be immediately removed from the job site. Management will take appropriate measures to insure the safety of the employee and others. Past records and other relevant factors will be considered in determining appropriate discipline.
- c. Any employee who is not perceived to be under the influence yet has the smell of alcohol on the breath, shall immediately be removed from the job area. Management may take appropriate action as to any discipline after consideration past work history and other relevant factors.
- d. Any employee subject to being called out for job duties after hours or on off-time, who was not given prior notice, must inform management immediately and not report if he or she has consumed any amount of alcohol on off-time. If on-call with prior notice disciplinary actions may result if the employee has consumed alcohol or used drugs.

THEREUPON, ALDERMAN CROWE MADE A MOTION TO AMEND THE PERSONNEL POLICY TO INCLUDE RULE XV. DRUG AND ALCOHOL ABUSE POLICY. ALDERMAN RUNNELS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER
ALDERMAN JERRY CROWE
ALDERMAN BOBBY W RUNNELS
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED THE FOLLOWING PROPOSED AMENDMENTS TO THE PERSONNEL POLICY CONCERNING RULE VIII. LEAVES OF ABSENCE DEALING WITH HOLIDAYS AND PERSONAL LEAVE.

THE FOLLOWING ARE PROPOSED AMENDMENTS AND ADDITIONS TO THE PERSONNEL POLICY:

RULE VIII. LEAVES OF ABSENCE

2. HOLIDAYS WITH PAY.

(a) Authorized Holidays. The following days are official holidays for regular full-time employees whose work does not require being on duty on holidays:

1. New Years Day - January 1st
2. Martin Luther King, Jr/ Robert E. Lee Birthdays
Third Monday in January
3. Confederate Memorial Day - Last Monday in April
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Thanksgiving Day - a day fixed by proclamation of the Governor to correspond with the the date set by the President.
8. Christmas Day - December 25

And other days as proclaimed by the Governor and approved by the Mayor and Board of Aldermen.

Provided, however, that in the event any holiday herein before declared legal shall fall on Saturday or Sunday, then the following Monday shall be a legal holiday.

If any of the observed holidays fall on a normal work day within a scheduled vacation period, one addition day of vacation will be granted.

10. **PERSONAL LEAVE.** Personal Leave will be granted to employees in the Police and Fire Departments who work shift work at the following rates:

Police Department	---	84 hours per calendar year
Fire Department	---	96 hours per calendar year

The personal leave hours may be scheduled for use by the employees upon the approval of the Department Head. Personal leave hours will be used within the calendar year or lost. Employees will not be paid for unused personal leave upon the termination of their employment with the City nor can unused personal leave be carried forward to be applied toward additional quarters at retirement.

THEREUPON, ALDERMAN CROWE MADE A MOTION TO AMEND THE PERSONNEL POLICY BY ADOPTING THE FOREGOING AMENDMENTS AS WRITTEN. ALDERMAN CLEPPER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER
ALDERMAN JERRY CROWE
ALDERMAN BOBBY W RUNNELS
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED A SCHEDULE OF DIFFERENTIAL PAY FOR THE FIREMEN AND MEMBERS OF THE POLICE DEPARTMENT WHO WORK SHIFTS.

THEREUPON, ALDERMAN CROWE MADE A MOTION TO ADOPT THE FOLLOWING ORDER SETTING THE SCHEDULE OF DIFFERENTIAL PAY FOR EMPLOYEES CURRENTLY EMPLOYED IN THE FIRE AND POLICE DEPARTMENTS. ALDERMAN CLEPPER SECONDED THE MOTION.

ORDER

THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY BY DEEM IT NECESSARY TO SET A SCHEDULE OF DIFFERENTIAL PAY FOR THE CURRENT EMPLOYEES IN THE FIRE AND POLICE DEPARTMENT.

IT IS THEREFORE ORDERED THAT THE FOLLOWING SCHEDULE BE BE EFFECTIVE JULY 11, 1991 AND WILL NOT BE CONTINUED WITH FUTURE EMPLOYEES OF THESE DEPARTMENTS.

SEE EXHIBIT "A"

DIFFERENTIAL PAY
SCHEDULE

SO ORDERED ON THIS THE 10TH DAY OF JULY, A.D., 1991.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER
ALDERMAN JERRY CROWE
ALDERMAN BOBBY W RUNNELS
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, ALDERMAN CLEPPER MADE A MOTION TO ADJOURN. ALDERMAN CROWE SECONDED THE MOTION.

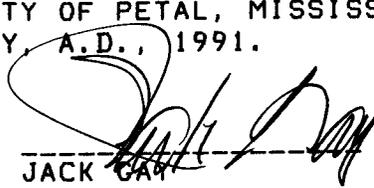
THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER
ALDERMAN JERRY CROWE
ALDERMAN BOBBY W RUNNELS
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREBEING NO FURTHER BUSINESS, THE SPECIAL MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI WAS ADJOURNED ON THIS THE 10TH DAY OF JULY, A.D., 1991.



JACK GAY
MAYOR

(SEAL)

ATTEST:


PRISCILLA C. DANIEL
CITY CLERK

EXHIBIT "A"

DIFFENTIAL PAY

FIRE DEPARTMENT

DATE OF HIRE	EMPLOYEE	PAY FOR 96 HRS	PAY PER PAY PERIOD
10/76	ANDERSON, J.	638.59	24.56
4/75	EVANS, A.	826.92	31.80
9/87	GAY, J.	651.55	25.06
7/85	FREEMAN, T.	677.57	26.06
8/79	HUGHES, W.	SALARY	
10/86	HORNICK, C.	651.55	25.06
10/76	PAGE, W.	742.46	28.56
7/85	YAWN, R.	638.59	24.56
8/88	BARDING, J.	638.59	24.56
		\$5,465.82	\$ 210.22

THE COST FOR THE 5 REMAINING PAY PERIODS IN THIS BUDGET YEAR
WILL BE \$ 1,051.10 PLUS \$ 182.89 FOR STATE RET. & FICA.

POLICE DEPARTMENT

DATE OF HIRE	EMPLOYEE	PAY FOR 12 HRS	PAY PER PAY PERIOD
10/79	BOUNDS, H.	(40 HOURS)	
7/82	BULLOCK, K.	94.32	3.63
1/91	DAW, C.	97.20	3.74
5/82	FEDRICK, T.	(40 HOURS)	
10/81	HARTFIELD, H.	97.20	3.74
12/84	HENRY, K.	97.20	3.74
3/82	JARRELL, R.	100.20	3.85
8/85	KINSEY, R.	97.20	3.74
8/79	MURPHY, W.	106.44	4.09
1/82	SMITH, M.	103.08	3.96
4/80	WADE, K.	100.20	3.85
2/85	GOODWIN, L.	67.20	2.58
10/79	JAHNKE, M.	73.20	2.82
3/85	BERRY, D.	64.80	2.49
1/91	BORGMAN, D.	60.00	2.31
		\$ 1,158.24	\$ 44.54

THE COST FOR THE 5 REMAINING PAY PERIODS IN THIS BUDGET YEAR
WILL BE \$ 222.70 PLUS \$38.75 FOR STATE RET. & FICA.

ANIMAL WARDEN

6/91	KNIGHT, J.	(40 HOURS)	
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