

STATE OF ALABAMA)
COUNTY BLOUNT)
TOWN OF SNEAD)

ORDINANCE 2013-04

An Ordinance Amending the Personnel Policy/Manual of the Town of Snead

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNEAD, ALABAMA,
AS FOLLOWS:

That Ordinance Number 2013-03 be and is hereby adopted as amendments to the Personnel Policy/Manual of the Town of Snead, Alabama.

Section 1: The Personnel Policy/Manual of the Town of Snead be and is hereby amended by adding the following Section numbers to the various divisions of the policy/manual as follows;

- Section 1 - Introduction
- Section 2 - Personnel Policy Statements
- Section 3 - General Provisions
- Section 4 - Performance Standards
- Section 5- Discrimination and Sexual Harassment
- Section 6 - Military Leave, Injuries in the Line of Duty
- Section 7 - Vacation and Sick Leave
- Section 8 - Holidays, Bereavement and Retirement
- Section 9 – Policy on Alcohol or Controlled Substance

2. The Personnel Policy/Manual of the Town of Snead, Alabama be and is hereby amended by adding the following paragraphs to Section 7;

1. Family and Medical Leave Act requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for the following reasons:
 - a. For incapacity due to pregnancy, prenatal medical care or child birth;
 - b. To care for the employee's child after birth, or placement for adoption or foster care
 - c. To care for the employee's spouse, son, daughter, or parent who has a serious health condition; or
 - d. For a serious health condition that makes the employee unable to perform the employee's job.
2. Benefits and Protections; during the FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefits and other employment terms.

3. The Personnel Policy/Manual of the Town of Snead, Alabama be and is hereby amended by adding the following clarification to Section 8;

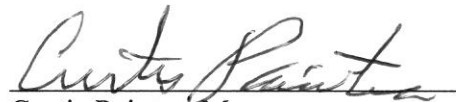
In the Personnel Policy/Manual of the Town of Snead that all time herein referred to as "day(s)" will equal eight (8) hours for each day; with the exception of Bereavement Leave.

The Personnel Policy/Manual of the Town of Snead, Alabama be and is hereby amended by adding the following statement to the Bereavement Leave section;

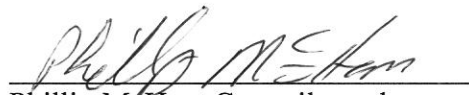
Three work days (hours of pay determined by hours employee is normally scheduled to work) will be allowed for the deaths of immediate family members this includes; parents, parents-in-law, grandparents, grandparents-in-law, children, grandchildren, brothers, sisters, brothers-in-law and sisters-in-law. This will be leave with pay.

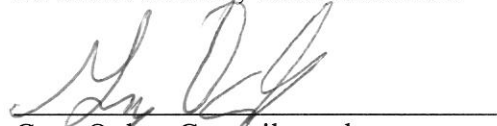
IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNEAD, ALABAMA, that this ordinance shall become effective immediately on its passage and publication as required by law. All Ordinances or parts Ordinances in conflict with this ordinance are hereby repealed.

ADOPTED THIS THE 9th DAY OF DECEMBER, 2013.


Curtis Painter, Mayor

M. Jack Freeman, Councilmember


Phillip McHan, Councilmember


Greg Ogles, Councilmember


Charles Sanders, Councilmember

Dale Snead, Councilmember

I, the undersigned Town Clerk for the Town of Snead, Alabama, do hereby certify that the above and foregoing Ordinance was approved and adopted by the Town Council of the Town of Snead, Alabama on the 9th day of December, 2013.

Attest: 
Rae Ware, Town Clerk

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