

STATE OF ALABAMA)
COUNTY BLOUNT)
TOWN OF SNEAD)

Ordinance 2005 -02

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

That Ordinance Number 2005-02 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, Alabama be and is hereby amended by adding the following Section numbers to the various divisions of the manual as follows;

SECTION 2 – Performance Standards

SECTION 3 – Discrimination and Sexual Harassment

SECTION 4 - Military Leave, Injuries in the Line of Duty

SECTION 5 – Vacation and Sick Leave

SECTION 6 – Holidays and Retirement

SECTION 2. The Personnel Policy/ Manual of the Town of Snead, Alabama be and is hereby amended by adding the following paragraphs to Section 1;

USE OF ALCOHOL OR CONTROLLED SUBSTANCES

1. USE OF ALCOHOLIC BEVERAGES

No employee of the Town of Snead will consume any type of alcoholic beverage at least 12 hours prior to reporting for work. No employee of the Town of Snead is to consume any type of alcoholic beverage during working hours; any violation of this provision could result in a requirement to attend a rehabilitation program, suspension or termination; the decision will be at the Snead Town Council's discretion.

2. USE OF PRESCRIPTION MEDICATION

No employee will report to work when under the influence of prescription medication which alters their ability to safely do their jobs. Every employee is subject to providing a written list of the medications they are taking prior to reporting for work; if the Town Council requests it.

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USE OF ALCOHOL OR CONTROLLED SUBSTANCES (continued)

3. USE OF ILLEGAL NARCOTICS

The use of illegal narcotics is strictly prohibited by the Town of Snead. In accordance with this every employee of the Town of Snead is subject to a drug test at any time without notice. This drug test may be of any type which the Town Council wishes. Failure to comply with the request to submit to a drug test will result in immediate termination. Any employee failing a drug test will be dealt with after an investigation by the Snead Town Council. The punishment could result in a requirement to attend a rehabilitation program, suspension or termination; the decision will be at the Snead Town Council's discretion.

SECTION 3. The Personnel Policy/ Manual of the Town of Snead, Alabama be and is hereby amended by adding the following statement to Section 2 under the Town Vehicles paragraph;

ONLY LICENSED Drivers are to drive Town Vehicles, NO MATTER WHAT!

SECTION 4. The Personnel Policy/ Manual of the Town of Snead, Alabama be and is hereby amended by adding the following clarification to Section 5 under the Vacation paragraph;

VACATIONS ARE ALLOWED AS FOLLOWS:

- 1 WEEK - 40 HOURS AFTER ONE (1) YEAR
- 2 WEEKS - 80 HOURS AFTER THREE (3) YEARS
- 3 WEEKS - 120 HOURS AFTER TEN (10) YEARS

SECTION 5. The Personnel Policy/ Manual of the Town of Snead, Alabama be and is hereby amended by adding the following clarification to the Personnel Policy/ Manual of the Town of Snead that all time therein referred to as "day(s)" will equal eight hours (8 hours for each day).

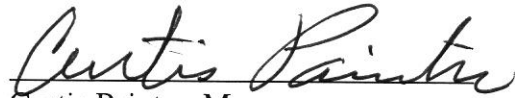
SECTION 6. The Personnel Policy/ Manual of the Town of Snead, Alabama be and is hereby amended by adding the following sentence to Section 6;

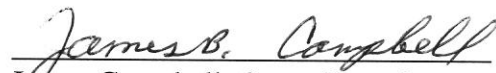
In situations not covered by the Personnel Policy/ Manual of the Town of Snead, Alabama the Federal Fair Labor Standards Laws will apply.

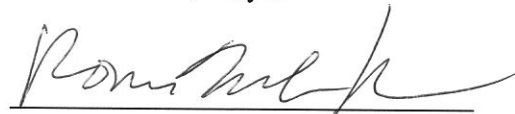
SECTION 7. All Ordinances or parts of Ordinances in conflict with this ordinance are hereby repealed.

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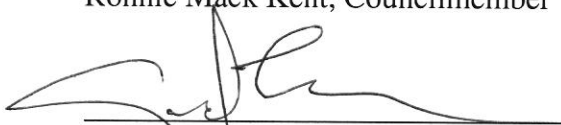
THIS ORDINANCE SHALL BECOME EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS REQUIRED BY LAW; ADOPTED this the 9th day of JANUARY, 2006.


Curtis Painter, Mayor


James Campbell, Councilmember


Ronnie Mack Kent, Councilmember


Phillip McHan, Councilmember


Jody Longshore, 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 January, 2006.


Rae Ware, Town Clerk