



FAYETTE COUNTY DEVELOPMENT AUTHORITY

POLICIES & PROCEDURES

Section I: Employment Policies

- Equal Employment Opportunity
- At-Will Employment
- Anti-Harassment
- Employee Selection and Recruitment
- New Hire Probation
- Employee Classification
- Working Hours
- Employment Records
- Pay Period
- Personal Appearance and Demeanor
- Outside Employment
- Performance Review
- Attendance
- Ethics and Corporate Compliance
- Email, Internet, and Cell Phone Use
- Resignation
- References
- Rehire Eligibility

Section II: Benefit Policies

- Benefits including Health Insurance and Retirement
- End of Year Performance and Compensation Allocation
- Paid Time Off
- Cell Phone
- Paid Holidays
- Military Leave
- Jury Duty Leave
- Bereavement Leave

Section III: Health & Safety Policies

- Drug and Alcohol
- Safety
- Inclement Weather/Emergency

Section IV: Corrective Action Policy

- **Inappropriate and Unacceptable Conduct**

Section V: Standard Business Procedures

- Correspondence
- Purchases
- Expense Reimbursement
- Use of Authority Credit Card
- Receipt of Funds
- Invoices
- Meeting Minutes
- Affiliations
- Personal Conduct
- Budget Control
- Publicity
- Staff Meetings
- Confidential Matters

Section VI: Organizational Structure

- Organizational Chart

For the purposes of this manual, the “Authority” refers to the Fayette County Development Authority (FCDA), the “President & CEO” or “CEO” refers to the FCDA President & CEO, and the “Board” refers to the FCDA Board of Directors. Employees and Staff Members are terms used interchangeably throughout the manual.

Section I: Employment Policies

Equal Employment Opportunity

The Authority is an equal opportunity employer ~~with regard to~~ regarding all terms and conditions of employment, including but not limited to hiring, compensation, bonuses, benefits, and hours of work, issuance of discipline, promotion, transfer, work assignments, and termination. As such the Authority complies with federal and state laws prohibiting discrimination ~~on the basis of~~ based on race, color, religion, creed, national origin, sex, disability, veteran status, and age.

At-Will Employment

Employees of the Authority are employed for an indefinite period of time. There is no guarantee of continued ~~employment~~ employment, and the Authority does not have employment contracts, oral or written, express or implied, except for the President & CEO position, or others as designated by the Board. Employees may resign or may be discharged at any time, with or without notice, with or without cause. This employment-at-will policy can be modified only if reduced to writing with specificity as to all employment terms and is signed by the employee, the President & CEO of the Authority and specifically approved, in writing, by the Board of Directors of the Authority.

Nothing in this manual modifies Authority policy or creates any contractual obligations for the Authority. The information contained in this manual is to provide ~~employees~~ employees with general information about the Authority, its policies, general procedures, and Standard Operating Practices. All Authority policies, including those in this manual may be amended, superseded or revised at any time by the Authority, at the Authority's sole discretion within the confines of State and Federal law.

Anti-Harassment Policy

The Authority is committed to courteous and considerate treatment of its employees at all times. Consequently, we are committed to a work atmosphere that is free of harassment based on or motivated by religion, race, ethnicity, age, disability, or sex. The prohibition against sexual harassment also bars unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

It is the obligation of each person to report any conduct that violates these standards – whether you are the victim or not; whether the perpetrator is a supervisor, member of management, coworker, or business invitee; and regardless of the sex of the perpetrator. A report of harassment should be made to the President & CEO. If the perpetrator is the President & CEO, a report of harassment should be made the Chair of the Board of Directors. Upon receiving such a report, a prompt and confidential investigation of any complaint will be conducted, protecting the identity of the complaining party, witnesses, and the individual alleged to have violated the policy, to the extent possible. A complaint made in good faith assures that the employee making the complaint shall be protected from any retaliatory action. Appropriate action will be taken if a violation of policy has occurred, up to and including termination of employment.

Employee Selection and Recruitment

The Authority will seek qualified candidates for available positions through its internal and external selection and recruitment processes. All decisions regarding selection and recruitment are made on the basis of job-related criteria and are in accordance with the Authority's Equal Employment Opportunity Policy.

The Authority wants to provide qualified ~~employees~~ employees with the opportunity to develop ~~and grow~~ their career. Employees interested in applying for any Authority vacancy should make a formal inquiry to the President & CEO expressing their interest in the vacancy and followed up with a written resume outlining their experience and qualifications for the position. Verbal expression of interest alone will not be deemed as a formal request to be considered for the position of interest.

New Hire Probation

Newly hired employees are on probation for the equivalent of ninety (90) calendar days. Upon successful completion of the probationary period, employees become regular employees and are entitled to the benefits associated with their hired classification. The intent of the probationary period is to enable the Authority to carefully evaluate a new employee's work, attitude, ability, and potential value to the Authority and to permit the new employee to determine their suitability for the position. During this time, it is important that frequent discussions be held between the employee and supervisor to review work performance.

The completion of the probationary period does not alter the Authority policy that employees can be terminated or may resign at any time, with or without notice, with or without cause.

The Authority reserves the right unilaterally to extend the probationary period for up to an additional ninety (90) days in the event the Authority is not satisfied that the employee has sufficiently developed or demonstrated the skills, attitude, and ability necessary to become a regular employee.

Employee Classifications

The Authority has the following types of employees. The classifications determine eligibility for certain Authority benefits and privileges.

- Regular Employee: Scheduled to work thirty or more hours each week, work a full-time schedule for the Authority.
- Part-time Employee: Schedule less than thirty hours each week on a regular basis.
- Temporary or Intern Employee: Hired for a specific project or a limited duration, may work part-time or full-time depending on the Authority's needs.
- Probationary Employee: See New Hire Probation section.

The classification does not entitle employment for any set period of time unless stated upon hiring, i.e. temporary or intern employee classification.

Working Hours

The Authority business hours are 9:00am until 5:00pm Monday through Friday. However, the Authority may hold events outside of normal business hours and employees are expected to arrive/depart based on the event schedule and at direction of their supervisor. Everyone is encouraged to take a lunch break, length of break and time of break are to be determined by supervisor.

Employment Records

Current information on all employees is necessary for payroll processing and in maintaining accurate personnel files. The Authority will collect, use, and retain information required for business and legal compliance. Due to the confidential nature of some of such information, the Authority strictly limits access to employee records and/or disclosure of information contained in these records.

It is the responsibility of each employee to promptly notify the Authority of any changes in personal information. Personal mailing address, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the President & CEO and complete required documents to update information.

Pay Period

All employees are paid bi-weekly. The Authority complies with all mandatory federal and state tax deduction requirements. The amount of such deductions will be determined by an employee's [amount of salary](#) salary,

the number of exemptions claimed and any special instruction the employee may give authorizing amounts to be withheld. The Authority encourages employees to select to have their paychecks ~~direct~~directly deposited.

Personal Appearance and Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of the Authority. Employees are therefore required to dress and behave in an appropriate manner at all times. Employees should refrain from wearing clothing that is revealing or in general not appropriate for a business environment. Neatness and cleanliness are absolutely necessary at all times.

Outside Employment

The Authority understands that for various reasons employees may ~~seek to hold~~seek other employment while continuing to work for the Authority. Outside employment is not prohibited, except where it would create a conflict of interest or interferes with the employee's ability to perform work for the Authority in a satisfactory manner when scheduled. Before an employee accepts another ~~position~~position, he/she must inform the President & CEO of the title and nature of the position and the identity of the secondary employer. Failure to obtain permission or ~~accepting~~accept another position after permission has been denied will be grounds for disciplinary action, up to and including immediate termination. In addition, if an ~~employee's~~employees outside position interferes with his/her ability to perform effectively in the primary role; the employee will be subject to discipline under the policies of the Authority.

Performance Review

The Authority will complete performance reviews annually, or more frequently as needed. Each employee is asked to develop individual goals and contribute to the organizational goals that shall be approved by the Board. The review process gives the employee and supervisor a formal opportunity to discuss tasks, recognize strengths, identify weaknesses, and future goals. The review will serve as a platform for the end of year compensation review.

Attendance

When an employee finds it necessary to miss work, arrive late, or leave early, he/she is expected to notify supervisor in a timely manner/as soon as possible.

Requests for time off should be submitted to President & CEO in advance.

Employees with attendance issues will be counseled about their attendance by their supervisor. In those instances where corrective action is warranted for attendance issues, progressive discipline will be followed according to the procedures defined by the Authority's "Corrective Action Policy."

Ethics and Corporate Compliance

Authority employees must perform their jobs ethically and comply with the letter and spirit of the law. Unlawful actions by employees can result in fines and the loss of ~~good~~good reputation. Employees who break the law can be held criminally liable for their actions, resulting in personal fines, attorney's fees and jail sentences. Therefore, the Authority policy is that employees and all other representatives of the Authority shall not participate in or condone criminal activity. In addition, employees must report any suspected unlawful activity.

Email, Internet, and Cell Phone Use

Email contents should not include inappropriate language or comments that might offend or embarrass other employees or the Authority. Use of the Authority's email system to ~~create~~create and display. Send or even pass along messages that constitute, encourage or promote harassment ~~on the basis of~~based on sex, race,

color, religion, national origin, citizenship status, age, or disability are strictly ~~prohibited~~prohibited, and misuse of the system will result in corrective action up to and including termination of employment.

Authority email is not a private ~~system~~system, and no employee or other user should have an expectation that any email message or other information sent or received via email will be or remain private. All files of all types on Authority computers, in Authority email, or on Authority cell phones are subject to Authority review and Open Records Request laws at any time.

Resignation

Employees are requested to give ~~a written~~written two-week notice of their intention to end their employment with the Authority.

References

All requests for references on former employees are to be referred to the President & CEO for response.

Eligibility for Rehire

Employees who are discharged for violation of any Authority policy or procedure or for performance related problems are not eligible for rehire.

• • •

Section II: Benefit Policies

Benefits

The Authority provides certain benefits to regular full-time employees after a ninety (90) day probationary period unless otherwise noted by the President & CEO. General benefits of the Authority ~~include~~include medical, vision and dental insurance coverage or compensation, paid time off, holiday pay, ~~and HSA and~~ retirement. If a family participates in an employee's medical plan the Authority will provide an additional \$500 towards medical for Employee+Spouse or Employee+Children and \$1000 for Family Coverage.

~~End of Year Performance and Compensation Allocation~~

~~Each regular employee shall participate in an annual review with the President & CEO. The review of both individual and organizational goals and rating may provide for an end of year compensation allocation. The allocation is for excelling in the areas of individual goals and organizational goals. Each set of goals allocation shall be capped at 20% (up to 10% for individual goals and 10% for individual organizational goals) of annual wages. This is not an increase in annual wages. Funds for this benefit will be subject to board approval on an annual basis.~~

Paid Time Off (PTO)

Regular full-time employees will be ~~provided~~provided with twenty days (20 days) of annual paid time off, renewable upon ~~employee's~~the employee's anniversary date.

Paid time off may be used for vacation or personal reasons at any time during the ~~year, but~~year but must be prearranged and approved by the President & CEO. Employees are encouraged to use their annual leave. The maximum amount of unused annual leave may accumulate and carry forward from one year into the next year is up to one-thirds (1/3) of total annual leave days accrued, rounded up to the next whole number. When an employee leaves the Authority having ~~given~~been given a two-weektwo weeks' notice, unused paid time off is paid out.

Cell Phone

The Authority shall provide each Regular and Part-time staff with a \$100 per month reimbursement for cell phone usage with appropriate documentation.

Paid Holidays

The Authority will follow the holiday schedule of the Fayette County Board of Commissioners and Government. The holiday calendar will be published each year.

Military Leave

The Authority complies with all legal requirements regarding military leave. Employees who will be leaving for military duty are requested to provide as much notice as may be practicable before the leave begins.

Employees will be paid while engaged in annual training with military service/reserve, not to exceed ten (10) days per year. Appropriate documentation may be required.

Jury Duty Leave

The Authority recognizes the importance of having individuals in the community serve on civil and criminal juries and encourages employees to respond positively when summoned for jury duty. An employee who receives a jury summons should immediately inform the President & CEO of the dates he/she has been called to duty. The Authority may grant jury duty leave for as long as an employee is required to serve. An employee on jury duty leave must keep the President & CEO informed ~~on a daily basis~~ daily as to whether the jury duty will continue. If the employee is selected as a juror, the employee should keep the President & CEO informed as to when the employee anticipates returning to work. Employees will be paid while engaged in jury duty, not to exceed ten (10) days per year. Appropriate documentation may be required.

Bereavement Leave

The Authority will grant up to five (5) working days off with pay to regular full-time employees in the event of a death of an immediate family member. An immediate family member is defined as: parent, child, spouse, sibling, and grandparent. It can also include other relationships established by blood, marriage, or legal actions.

• • •

Section III: Health and Safety Policies

Drug and Alcohol Policy

The Authority is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Authority employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the Authority has established the following policy:

- I. It is a violation of Authority policy for any employee to use, possess, sell, trade, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- II. It is a violation of Authority policy for any employee to report to work under the influence of or while possessing in his/her body, blood or urine; illegal drugs in any detectable amount.
- III. It is a violation of Authority policy for any employee to report to work under the influence of or impaired by alcohol.
- IV. Violation of this policy is subject to disciplinary action up to and including termination.

Safety Policy

It is the policy of the Authority to provide a safe and healthy workplace for employees. Management should be informed if any employee perceives some working condition to pose a risk to the health or safety of any person.

In the event an employee experiences a workplace accident/incident resulting in injury, damage to property or loss of production time. He/she is required to report the accident/incident promptly to the President & CEO.

There will be an updated workers compensation panel of physicians posted in the workroom for employees to use. If an employee is injured on the job they are required to go to one of the physicians posted on the panel. For urgent care, employees should see medical attention at the nearest hospital emergency room. Care ~~subsequent to~~after the ER visit must be attended to by worker's compensation panel physician.

Inclement Weather/Emergency Closing

The Authority is committed to the safety of all employees. Closing the Authority due to inclement weather or an emergency is at the discretion of the President & CEO. In the event of closing, the President & CEO will notify all employees via email and/or text message using Authority email and Authority cell phone numbers. If the President & CEO decides to close the Authority due to inclement weather or emergency, employees will be ~~paid~~paid, and no PTO will be used.

• • •

Section IV: Corrective Action Policy

Whenever people combine their efforts to work toward common goals, reasonable rules are necessary for efficient operations and for pleasant working relationships. Within the Authority, rules, regulations, performance and behavioral expectations and standards have been set to conform to good practices. They may be changed, added to, or deleted from time-to-time. These broad guidelines are established to deal with unacceptable employee performance and behavior. They do not modify in any way the "at-will" employment status of employees.

When an employee does not meet the Authority's standards for job performance or conduct, counseling and corrective action may be necessary. Doing so makes the employee aware of performance concerns or unacceptable behavior; and provides employees with clear performance objectives and timeframes so they know what is expected and what actions must be taken to improve performance. This is accomplished through open, two-way communication between the employee and his/her supervisor.

A corrective action procedure contains possible steps of discipline for corrective action of certain infractions. The Authority reserves the right to bypass one or more steps in the procedure where circumstances dictate. In some cases, the nature of the infraction may warrant departure from the procedure and result in immediate termination. The severity of the offense and the employee's disciplinary record will normally dictate the level of corrective action to be take,

Although it is not possible to provide an exhaustive list of all types of unacceptable conduct and behavior, the following are some examples of inappropriate and unacceptable conduct and performance that may subject an employee to corrective action including immediate termination.

Inappropriate and Unacceptable Conduct and Performance examples (not intended to be a complete list):

1. Falsification or omission of requested information on any Authority record or report, including job application, personnel forms or ~~time-card~~timecards including recording the work time of another employee or allowing any other employee to record your work time.
2. Sexual, discriminatory, or other unlawful harassment of another employee, visitor, or client (or potential client) of the Authority.

3. Not reporting for scheduled working hours regularly and on time (i.e unexcused absence and/or tardiness) including failure to appropriately notify a supervisor when unable to report to work.
4. Reporting to work under the influence of alcohol and/or illegal drugs.
5. Possession, sale, or use of a controlled substance other than a drug prescribed to employee by a physician.
6. Use of abusive or profane language.
7. Insubordination or refusal by an employee to follow management's instructions regarding a job-related matter. Any questions regarding unethical or inappropriate instructions must be immediately referred to the President & CEO.
8. Fighting, assault or battery on a fellow employee, visitor of the Authority, or client (or potential client) of the Authority.
9. Theft, misuse or unauthorized removal or possession of Authority property, another employee's property or the property of any visitor or vendor to the Authority.
10. Gambling on Authority premises.
11. Unsatisfactory performance.
12. Unauthorized release of confidential information about the Authority, its clients, or firms that do business with the Authority.
13. Inordinate or inappropriate personal use of Authority telephones, emails, mail facilities, or ~~other communications~~ other communications, and/or vehicles owned or utilized by the Authority.
14. Intentional destruction of Authority assets/materials or disruption of work in process.
15. Inappropriate or careless use of company equipment/property.
16. Job abandonment through unreported absence of three (3) consecutive scheduled ~~work days~~ workdays.

Progressive Discipline

1. Verbal Warning and counseling
2. Written Warning and counseling
3. Second Written Warning and counseling
4. Discharge

In all steps; the infraction, performance problem or the behavior, and expected corrective action will be clearly explained and documented. Both the supervisor and employee must sign the formal warning. All documentation related to progressive discipline becomes a part of the employee's employment record.

• • •

Section V: Standard Business Procedures

The following procedures are established practices for the Fayette County Development Authority. They are minimum standards for employees to use as guidelines for the efficient operation of our organization. Excessive violations of these or any other standard business procedures established by the Authority may result in corrective action up to and including termination.

Correspondence

Employees are expected to respond to all inquiries or requests within a reasonable amount of time. If a delay is anticipated in order to gather information, they should immediately communicate the expectation ~~for~~^{for} a delay. Neatness and accuracy are essential. No document should leave the office without retaining a copy. When the same document is distributed to several ~~recipients;~~^{recipients}, retain one copy along with the distribution list. When a staff member drafts a letter on behalf of an Officer, Committee Chair or Board Member, prior approval should be obtained by the person(s) for whom the letter was written unless the letter is standard or routine.

Purchases

Whenever possible, equipment and supplies will be purchased from local businesses, and if possible, Fayette County Chamber of Commerce members, including marketing materials and catering needs. No unbudgeted purchases will be made without authorization from the President & CEO.

Expense Reimbursement

The President & CEO must approve all travel in advance. An expense report must be submitted identifying in detail all expenses to be reimbursed. A receipt for each purchase must also be submitted with the expense report. Once approval is granted, the employee will be reimbursed in full for all direct expenses relating to business travel.

Use of Authority Credit Card

A receipt for each purchase must be submitted with the credit card expense report. If a receipt is lost, a reconciliation form must be completed and signed by employee and President & CEO.

Receipt of Funds

The Authority only accepts checks and wireless transfers as a form of payment. The Authority does not allow cash to be presented to the ~~Authority~~^{Authority}, and cash is not kept on premises. Employees should direct all funds collected to the Office Manager.

Invoices

All invoices received by the Authority must be paid on time and in full unless an arrangement is made that does not ~~impact~~^{impact on} the Authority's credit rating. Invoices received should be immediately submitted to ~~Office~~^{the Office} Manager ~~for~~ⁱⁿ preparation of proper payment.

Meeting Minutes

Documented minutes are required of all official meetings of the FCDA's committees and Board of Directors.

Minutes must include time, date, location and names of the people present and absent. Minutes should be brief, yet accurately reflect all actions taken. They should also include approval of the minutes of the previous meeting.

Affiliations

Staff members should consult with the President & CEO before accepting any offices or making any public statements that might have an adverse effect on the FCDA. The FCDA will pay membership dues in certain recognized business organizations provided for in the FCDA budget and approved in advance by the President & CEO. All other organization dues are paid by the employee.

Staff members are not to engage in any activity, practice or act which conflicts with, or appears to conflict ~~with~~^{with}, the interests of the Authority. Employees are not to appear to favor or endorse any political candidate or party at the local, state, or national level.

Personal Conduct

Each member of the FCDA staff should conduct themselves in an orderly manner in relations with the public and fellow workers. Since the FCDA is judged to a great extent by its staff, it is most important that employees maintain conduct above reproach at all times.

Budget Control

FCDA operations are established by anticipated annual receipts and expenditures. In order to remain within budgetary limitations, all FCDA expenses must have advance approval from the President & CEO before payment commitments are made.

If expenses will exceed pre-approved budget/limit, the President & CEO must be notified immediately to determine budget adjustments and needs.

Publicity

The President & CEO will approve all publicity referring to the organization, its officers, directors, and personnel. Staff should release no information from the Authority to the media without prior clearance from President & CEO.

Staff Meetings

Staff members are required to participate in staff meetings as needed. The purpose of these meetings is to permit staff members to recommend improvements, discuss problems, exchange ideas, and make brief reports on current projects.

Confidential Matters

The nature of our organization is such that the FCDA has confidential and proprietary information relating to its business policies, practices, methods of operations, and customer lists. In addition, we deal with confidential and proprietary information received from our customers. Each employee should understand the importance of making sure this information is protected from disclosure to competitors, suppliers, vendors, and all other outsiders including members of the community.

Every employee has a legal and ethical obligation to take all steps reasonably necessary in order to keep ~~the FCDA's~~FCDA's and its customers' affairs confidential. This obligation continues even after an employee leaves the FCDA. Information obtained by the FCDA and its employees should be treated at all times with the utmost confidentiality and discretion and should not be disclosed to anyone other than FCDA employees and ~~other~~others having a need to know. For this purpose, all FCDA information and customer information should be considered confidential unless the information is widely known and its disclosure would not be detrimental to the FCDA or affected customer. Failure to preserve this confidentiality may result in disciplinary action, up to and including termination.

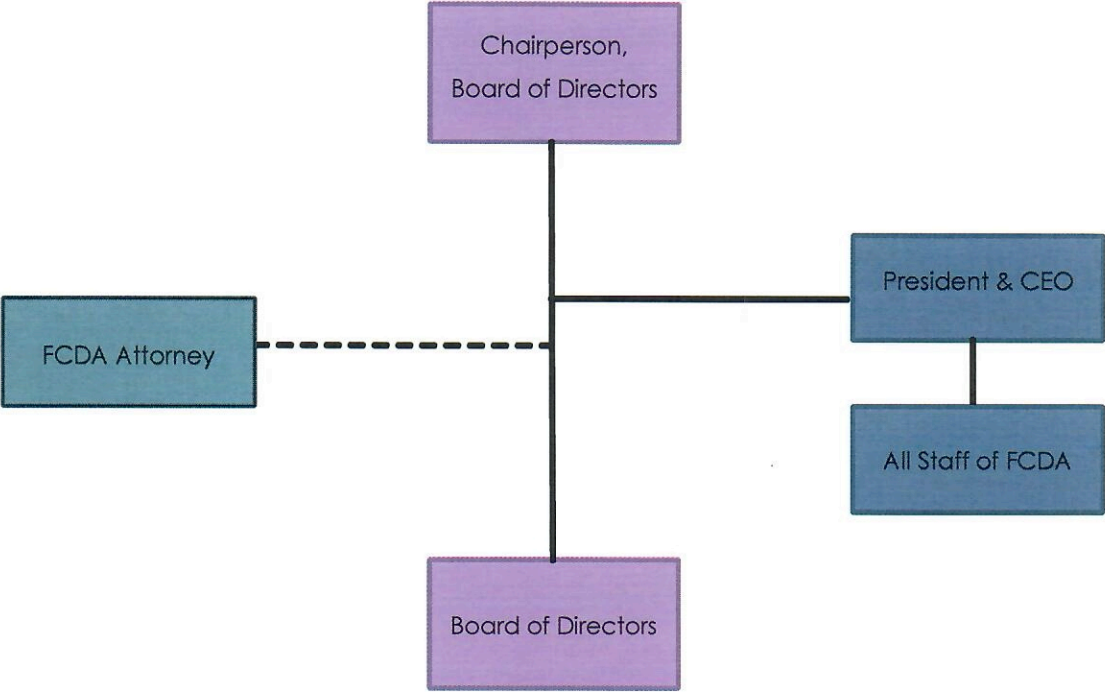
Since the FCDA is a quasi-government authority, it is subject to open records requests. Should such a request be received, consult with the President & CEO immediately for assistance.

• • •

Section VI: Organizational Structure

The Board of Directors is a nine-member volunteer board appointed by five appointments by the Fayette County Board of Commissioners, and one appointment each from the City of Fayetteville, City of Peachtree City, Town of Tyrone, and the Peachtree City Airport Authority.

The President & CEO report directly to the Board of Directors. All other staff report to the President & CEO.



Approved by Board: December 16, 2022
December 7, 2023(Edited)
April 24, 2025
4((Date Edited)

These changes will commence on **January-May** 1st, 20**2425**