

SECTION 504 COMPLIANCE

SECTION 1. PROGRAM OUTREACH AND COMMUNICATION

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

NOTIFICATION

1. Has the HR taken steps to notify participants, applicants, employees, and unions or professional organizations that it does not discriminate on the basis of disability?
YES NO

YES—Briefly describe the methods used to notify the public about non-discrimination policies.

The HR has posted notices in public buildings and advertised the policy of non-discrimination.

NO—Modification or corrective action:

2. Has the HR adopted special procedures to notify persons with disabilities, especially those with vision and hearing impairments?
YES NO

YES—Briefly describe the methods used to ensure program participation by those who have visual or hearing impairments. (Methods include, but are not limited to; qualified sign language and oral interpreters, readers, or the use of taped and Braille materials.)

The HR has made notification to persons with disabilities especially those with vision and hearing impairments, and will provide appropriate assistance to ensure program participation.

NO—Modification or corrective action:

PRINTED MATERIALS

1. Are written materials including posters with non-discrimination notices placed in physically accessible locations?
YES NO
2. Can small print of posted announcements be read from a wheelchair?
YES NO
3. Are all words in printed materials clearly legible?
YES NO
4. Would color blind individuals be able to distinguish all contents in printed materials?
YES NO
5. Are representations of disabled individuals free of patronizing stereotypes?
YES NO
6. Do graphics in printed material permit easy reading of the contents?
YES NO

7. Is all necessary program information included in printed material?
YES NO
8. Are procedures for providing program access to disabled individuals stated clearly?
YES NO
9. Do all appropriate HR documents now include policy statements about non-discrimination on the basis of disabilities?
YES NO
10. Are the Section 504 contact person's name, address, and phone number listed in printed material?
YES NO

NO to any questions above - Modification or corrective action:

INFORMATION DISSEMINATION

1. Can copies of written materials be reasonably obtained by individuals with disabilities?
YES NO
2. Have disability groups been included in the dissemination process?
YES NO
3. Does the HR use all available print and broadcast media to ensure that all individuals with disabilities receive appropriate notification?
YES NO
4. Does the HR disseminate information to all agencies or organizations that deal with persons with disabilities in the HR service jurisdiction?
YES NO
5. Does all of the information disseminated by the HR include current non-discrimination policies?
YES NO

NO to any questions above - Modification or corrective action:

COMMUNICATION

1. Has the HR taken appropriate steps to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with disabilities (particularly persons with impaired vision or hearing) can have the opportunity to participate in, and enjoy the benefits of HR programs and activities?
YES NO

NO—Modification or corrective action:

2. Has the HR installed a telecommunications device (TDD) to communicate with hearing impaired and deaf persons?
YES NO

NO—Modification or corrective action:

The HR utilizes existing telecommunication devices provided by the State for this purpose.

3. If the HR has a TDD, is the number listed in the commercial telephone or TDD directories?
 YES NO N/A (HR does not have a TDD)

NO—Modification or corrective action:

The HR publishes the appropriate TDD in notifications.

4. Has the HR installed a reader, developed Braille materials, audio recordings or other similar services and devices for persons with impaired vision?
 YES NO

NO—Modification or corrective action:

SECTION 2. COMPLAINT PROCESSING PROCEDURES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Does the HR have a written policy for handling complaints of discrimination based on disability?
 YES NO

YES—**Attach** a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.

See Attachment 1

NO—Modification or corrective action:

2. Has the HR adopted procedures that incorporate due process standards and allow for prompt resolution of any complaints or alleged discrimination based on disabilities?
 YES NO

YES—**Attach** a copy of your current grievance procedures and the name of the person or unit responsible for receiving and processing complaints.

See Attachment 2

NO—Modification or corrective action:

3. Has the HR notified staff and program participants about the grievance procedures?
 YES NO

SECTION 3. ELIGIBILITY AND ADMISSION CRITERIA

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Has the HR examined all policies pertaining to program eligibility and admission criteria to determine if they had the purpose or effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?
 YES NO

No—Modification or corrective action:

2. Has the HR, in examining its policies on program eligibility and admission criteria, paid particular attention to those incorporating or establishing: (1) physical or mental fitness or performance requirements; (2) safety standards; (3) testing requirements; (4) educational requirements; (5) work experience requirements; (6) income level requirements (7) credit rating requirements; (8) requirements based on disability; (9) requirements that prohibit participation because of disability; and (10) insurability requirements?
 YES NO

No—Modification or corrective action:

3. Has the HR altered or eliminated policies that have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?
 YES NO N/A

N/A—Explain (no such policies found in review) - **(Skip to next section)**

YES—List any policies that have been altered or eliminated.

NO—Modification or corrective action:

4. Has the HR communicated the policy changes to staff members and the public?
 YES NO

NO—Modification or corrective action:

SECTION 4. EMPLOYMENT POLICY AND PRACTICE

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some case, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (an accommodation which does not impose an undue hardship on the HR operation) to the known physical or mental limitations of an otherwise qualified applicant with disabilities or employee with disabilities?
 YES NO N/A (Skip to next section)

NO—Modification or corrective action:

N/A—Explain (e.g. have not had disabled applicants or employees):

IMPORTANT INFORMATION

Reasonable accommodation would include making facilities used by employees accessible to and usable by individuals with disabilities, job restructuring, job relocation, part-time or modified work schedules, acquisition or modification of equipment and devices, the provision of readers or interpreters, and other similar actions.

2. In determining whether an accommodation imposed an undue hardship on the operation of the HR program, were the following factors considered?
- a) The overall size of the HR program with respect to the number of employees, number and type of facilities, and size of budget?
 YES NO
 - b) The type of the HR operation, including the composition and structure of the workforce?
 YES NO
 - c) The nature and cost of the accommodation?
 YES NO

NO to any question above - Modification or corrective action:

EMPLOYMENT CRITERIA

IMPORTANT INFORMATION

The HR may not deny any employment opportunity to a qualified handicapped or disabled employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

1. If the HR uses an employment test or other criteria for selection that screens out or tends to screen out individuals with disabilities, can the HR show that the test score or other selection criteria is job related?
 YES NO N/A (Skip to question 3)
- No—Modification or corrective action:
- N/A—Explain (e.g. no such test/criteria used):
2. Has the HR obtained information from the appropriate HUD official that demonstrates that alternative job related tests or criteria that tend to screen out fewer individuals with disabilities are unavailable?
 YES NO
- NO—Modification or corrective action:
3. Does the HR administer tests which accurately reflect the applicant's or employee's job skills or aptitude rather than the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test is designed to measure)?
 YES NO

NO—Modification or corrective action:

PRE-EMPLOYMENT INQUIRES

- 1. Is the HR aware that it cannot make a pre-employment inquiry or conduct a medical examination of an applicant to determine whether the individual is a person with disability unless the HR is undertaking affirmative action efforts or conditioning an offer of employment on the results of a medical examination given to all prospective employees in the same job category?
YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HR may make a pre-employment inquiry into an applicant's ability to perform job-related functions.

- 2. When the HR is undertaking affirmative action efforts, voluntary or otherwise, and inviting applicants for employment to indicate whether and to what extent they are disabled, does the HR meet the following conditions:
 - a) State clearly either orally or in writing that the requested information is intended for the HR's affirmative action efforts?
YES NO
 - b) State clearly that the information is being requested on a voluntary basis, that it will be kept confidential and that refusal to give the information will not subject the applicant or employee to any adverse treatment?
YES NO

NO to any questions above - Modifications or corrective action:

- 3. Has the HR informed job applicants that an employment offer may be conditioned on the results of a medical examination if all entering employees in a job category must take an examination regardless of disability, and the examination accurately reflects the employee's job skills?
YES NO

No—Modifications or corrective action:

- 4. Has the information obtained by the HR concerning the medical condition or history of job applicants been collected and maintained on separate forms and accorded confidentially as medical records?
YES NO

No—Modification or corrective action:

IMPORTANT INFORMATION

Supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodations; first aid and safety personnel may be informed if the medical condition might require emergency treatment; and Section 504 compliance officers can have access to relevant medical information upon request.

SECTION 5. PHYSICAL ACCESSIBILITY OF BUILDINGS AND FACILITIES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "NA" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (any accommodation which does not place an undue financial and administrative burden on the HR) to the known physical and mental limitations of qualified persons with disabilities to allow access to facilities, programs and services?

YES NO

NO—Modification or corrective action:

2. In determining whether an accommodation imposed an undue financial or administrative burden on the operation of the HR program, were the following factors considered?

a) The overall size of the HR's program with respect to the number of employees, number and type of facilities, and size of budget?

YES NO

b) The type of the HR operation, including the composition and structure of the workforce?

YES NO

c) The nature and cost of the accommodation?

YES NO

NO to any question above - Modification or corrective action:

3. Has the HR identified the individual responsible for making the final decision about undue financial and administrative burdens?

YES NO

YES—Please identify the individual responsible for making the final decision:

The Town Council is responsible for making the final decision based on information provided by appropriate staff.

NO—Modification or corrective action:

4. Has the HR adopted a procedure for ensuring that decisions about undue financial and administrative burdens are made properly and quickly?

YES NO

YES—**Attach** a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.

The Town Budget and Capital Improvements Plan include this information and are on file in the Town Finance Office.

NO—Modification or corrective action:

NON-HOUSING FACILITIES

1. Has the HR designed or constructed any new non-housing facilities since July 11, 1988?
YES NO

NO—Proceed to question 2.

YES—Are these new HR non-housing facilities designed and constructed to be readily accessible to and usable by individuals with disabilities?
YES NO

NO—Modification or corrective action:

2. Has the HR otherwise altered any existing HR non-housing facilities or designed any alterations to existing HR non-housing facilities since July 11, 1988?
YES NO

NO—Proceed to question 3.

YES—Have these alterations or designs for alterations to existing HR non-housing facilities, to the maximum extent feasible, been made so that the facilities are readily accessible to and usable by individuals with disabilities?
YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients are not necessarily required to make each of its existing non-housing facilities accessible to and usable by individuals with disabilities. In the case of historic preservation programs or activities, HR is not required to take any action that would result in a substantial impairment of significant historic features of a historic property. HR is not required to take any action that it can demonstrate would result in a fundamental alternation in the nature of its program or activity. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a facility accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

3. Does the HR operate each non-housing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities?
YES NO

NO—Modification or corrective action:

4. Does the HR need to make structural changes to non-housing facilities to achieve program accessibility?
YES NO

NO—Proceed to question 5.

YES—Has the HR developed a transition plan setting forth the steps necessary to complete such changes?
YES NO

NO—Modification or corrective action:

YES—Does the transition plan include the following?

- a) Identification of the physical obstacles in the HR's non-housing facilities that limit accessibility to programs?
YES NO
- b) Detailed description of the methods that will be used to make the facilities accessible?
YES NO
- c) A schedule for taking the steps necessary to achieve compliance in making facilities accessible?
YES NO
- d) A schedule for each year of the plan if the time period of the transition plan is longer than one year?
YES NO
- e) The name of the official responsible for implementation of the plan?
YES NO
- f) The name(s) of the persons or groups who assisted with the preparation of the plan?
YES NO

NO to any question above - Modification or corrective action:

5. Has the HR determined that making a non-housing facility accessible to individuals with disabilities would result in a fundamental alteration or would pose an undue financial or administrative burden?
YES NO

NO—Proceed to next section **EXISTING HOUSING FACILITIES AND PROGRAMS**

YES—Have other methods of providing accessibility been considered?
YES NO

NO—Modification or corrective action:

YES—Please answer the following questions in the self-evaluation.

Self-Evaluation

- 1) Have services been reassigned to accessible facilities or accessible portions of facilities?
YES NO
- 2) Have aides been assigned to beneficiaries?
YES NO
- 3) Have home visits been conducted?
YES NO
- 4) Has equipment been added or redesigned?
YES NO
- 5) Have changes been made in management policies and procedures?
YES NO
- 6) Have additional accessible facilities been acquired or constructed?
YES NO

7) Have alterations to existing facilities on a selective basis been completed?
 YES NO

8) Have other methods been employed?
 YES NO

No to any questions above - Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in non-housing environments. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

SECTION 6: EXISTING HOUSING FACILITIES AND PROGRAMS

IMPORTANT INFORMATION

This section applies to the Rental Rehabilitation and Section 8 Moderate Rehabilitation Programs.

1. Has the HR made any substantial alterations to existing housing facilities since July 11, 1988 (that is, made to a facility with 15 or more units and costing an amount equal to 75 percent or more of the replacement cost of the completed facility)?
 YES NO **N/A (No existing housing facilities, skip to end)**

YES—Do the facilities with the substantial alterations meet the same accessibility requirements as those for new construction?
 YES NO

NO—Modification or corrective action:

2. Has the HR made other alterations to dwelling units since July 11, 1988?
 YES NO

YES—Have the altered units been made accessible to and usable by individuals with disabilities to the maximum extent feasible?
 YES NO

NO—Modification or corrective action:

3. Has the HR made alterations of single elements or spaces of dwelling units which, when considered all together, amount to an alternation of the units since July 11, 1988?
 YES NO

YES—In these units, has the entire dwelling units been made accessible?
 YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients should operate each existing housing program receiving federal financial assistance so that when viewed in its entirety, the program is readily accessible to and usable by persons with disabilities. HUD recipients are not necessarily required to make each of its existing facilities accessible. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a program accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

4. Are a minimum of five percent of the dwelling units altered since July 11, 1988 (or more based on a higher need prescribed by HUD) readily accessible to individuals with mobility impairments?
 YES NO

NO—Modification or corrective action:

5. Have alterations to common areas or parts of existing facilities been made (since July 11, 1988) to the maximum extent feasible, so that the areas are accessible to and usable by individuals with disabilities?
 YES NO

NO—Modification or corrective action:

6. Has the HR determined that making an existing facility accessible to individuals with disabilities would result in a fundamental alternation or would pose an undue financial or administrative burden?
 YES NO

YES—Have the following options been considered:

- a) Have services been reassigned to accessible facilities or accessible portions thereof?
 YES NO
- b) Have aides been assigned to beneficiaries?
 YES NO
- c) Have home visits been conducted?
 YES NO
- d) Has equipment been added or redesigned?
 YES NO
- e) Have changes been made in management policies and procedures?
 YES NO
- f) Have additional accessible facilities been acquired or constructed?
 YES NO
- g) Have alterations to existing facilities on a selective basis been completed?
 YES NO
- h) Have other methods been employed?
 YES NO

NO to any question above—Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in housing environments or to provide supportive services that are not part of the program. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

-----END-----

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section

**TECHNICAL ASSISTANCE GUIDE
SUPPLEMENTAL INFORMATION
ABOUT
THE SECTION 504 TRANSITION PLAN
REQUIREMENTS**

TAG-88-11

**Town of Smithfield
Community Development Block Grant Program
Section 504
Compliance Officer/Greviance Procedure**

The Town of Smithfield Town Council, North Carolina, hereby designates the Town Manager to serve as the Section 504 Compliance Officer throughout the implementation of the Town of Smithfield's Community Development Block Grant Program.

Citizens with Section 504 grievances may do so at any point in the program. The Town will respond in writing to written citizen grievances. Citizen grievances should be mailed to the Town Manager, P.O. Box 761, 305 East Market Street, Smithfield, NC 27577. The Town will respond to all written citizen grievances within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response to a Small Cities Community Development Block Grant – Economic Development Program, he/she should write to the North Carolina Department of Commerce, Rural Economic Development Division, Community Development Block Grant, 4346 Mail Service Center, Raleigh, North Carolina 27699-4346, Attention: Detra Purcell, Section Chief or Attention: Iris Payne, Director.

The NC Department of Commerce will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Adopted this the 4th day of September, 2018 in Smithfield, North Carolina.


M. Andy Moore, Mayor

ATTEST:


Shannan Parrish, Town Clerk



Date: February 13, 2020

To: Skip Green

From: Tim Kerigan, Human Resource Director

Subject: CDBG 504 Information

Pursuant to the Town of Smithfield Personnel Policy, Article IV, Recruitment and Employment:

Section 1. Equal employment opportunity policy.

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties.

Section 2. Implementation of equal employment opportunity policy.

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related job requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, sexual orientation, race, color, religion, disability, national origin, political affiliation, or marital status. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

In addition, Town job descriptions and job postings (advertisements) include the physical requirements for the position. During the interview process candidates are asked if they can perform the essential functions of the job with or without reasonable accommodations.



Town of Smithfield Employee Handbook 2018 - 2019

Employee Name



Revised 7-5-18

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Introduction Letter

Dear Employee:

The Town of Smithfield Personnel Regulations Handbook, Annual 2018-2019, includes all Personnel Regulations. This handbook does not constitute an employment contract, expressed or implied. The Town Council and Administration of the Town want to insure that each employee has in his or her possession a copy of the rules governing employment with the Town of Smithfield.

It is important that all employees understand and adhere to the regulations set forth in this handbook. For this reason, you, as an employee, will be asked to sign a departmental sheet which means that you have received the handbook and are aware that it is your responsibility to review the policies established there and if any questions arise in relation to the regulations or employment, it is your responsibility to ask your supervisor, department head or myself.

Town Manager,

A handwritten signature in blue ink, appearing to read "Mark L. Scott", with a long horizontal flourish extending to the right.

Disclaimers:

- The handbook does not create a contract, expressed or implied.
- The handbook is not all inclusive, and is only a set of guidelines.
- The handbook does not guarantee employment for any definite period of time.
- The handbook can be changed by the Town of Smithfield unilaterally, at any time.

Revisions:

1999, January 2000, January 2003, October 2004, July 2006, July 2007, July 2008, March 2010, September 2012, June 2017, December 2017, July 2018

Section 24. Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to capability of payroll equipment and appropriateness of the deduction.

Section 25. Hourly Rate of Pay

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees. The hourly rate for employees working other than 40 hours per week, such as police officers working an average 43 hours per week, will be determined by dividing the average number of hours worked scheduled per year into the annual salary for the position.

Section 26. Pay Day

Employees are paid bi-weekly. Pay day falls on Friday for all employees. Should a regular pay day fall on a holiday, automatically deposited pay checks shall be deposited on the workday that precedes the holiday. All employees will be required to have payroll checks automatically deposited.

Section 27. Career Ladders

Because of the variety of training and educational requirements for each department, the Department Head from each department may recommend to the Town Manager a specific career ladder program and/or certification increase plan for his or her department. Career Ladder programs are generally designed to provide guidance for employees within a department to fulfill the specific requirements for education, training, and advancement to the next higher rank or position. Such programs must be reduced to writing and are only effective upon the written approval of the Town Council. Such programs are subject to available funds.

ARTICLE III: Reserved

ARTICLE IV: Recruitment and Employment

Section 28. Equal Employment Opportunity Policy

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, sexual orientation or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties with or without reasonable accommodation.

Section 29. Implementation of Equal Employment Opportunity Policy

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color,

religion, disability, national origin, political affiliation, sexual orientation or marital status. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

Section 30. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Human Resources Department shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within Town Buildings in order that qualified employees and other interested candidates may apply for vacant positions. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Equally qualified internal applicants may be given first priority for the position.

Job Advertisements. When a vacancy occurs and the Department Head and Human Resources Officer believe that current employees are or may be qualified for the position(s), the job(s) will be posted internally. In the event that there are no qualified employees for the position, jobs will be advertised in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant.

Application Reserve File. Applications shall be kept in an inactive reserve file for a period of two years, in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department Heads and the Human Resources Department shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related using the DCI when needed and applicable. All selection devices administered by the Town shall be valid measures of job performance.

Post-Offer Drug Screen, Physical Exam, Driver's License Check and Criminal History Check. All job applicants that are offered a position with the Town will be required to submit to a driver's license check, criminal history check, physical exam and drug screen, performed by a physician of the Town's choice and at the Town's expense, prior to beginning work. The Town shall rescind any offer of employment to any applicant who refuses to (1) take a drug screen or physical exam, (2) has a positive drug screen, urinalysis or blood test or breathalyzer/toxalyzer, and/or (3) if the physical exam indicates that the candidate is unable to perform the essential functions of the position, and/or (4) unacceptable driver's license check and/or criminal history check results.

Appointment. Before any commitment is made to an applicant either internal or external, the Department Head and Human Resources Department shall make recommendations to the Town Manager with a recommendation of the position to be filled, the salary to be paid, and the reasons for

TOWN OF SMITHFIELD

CDBG PROJECT # 18-C-3076

SECTION 504 ASSISTANCE

The Town of Smithfield has received a Small Cities Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) to perform Neighborhood Revitalization activities in the Southeast Smithfield Neighborhood that include: rehabilitate substandard owner-occupied homes; demolish/clear vacant dilapidated structures; and legal/administration activities. As a CDBG grant recipient, the Town of Smithfield has designated staff listed below to provide audio/visual assistance and to address CDBG Project #18-C-3076 Section 504 compliance and grievance issues for individuals with a disability.

TOWN OF SMITHFIELD – TOWN HALL:

Administration – Town Clerk

350 East Market Street
Smithfield, NC 27527

Phone for the Town Clerk – (919) 230-3590

Additional assistance may be found at:

AUDIO/VISUAL ASSISTANCE:

Raleigh Regional Center, NC Department of Health and Human Services

4900 Waters Edge Drive
Raleigh, NC 27606

Voice: (919) 859-8526

Toll Free Voice: (800) 999-5737

TTY: (919) 233-7082

Video Phone: (919) 890-0858

Fax: (919) 233-7083

Citizens with Section 504 grievances may do so at any point in the CDBG program. The Town will respond in writing to written citizen grievances. Citizen grievances should be mailed to the Town Manager, PO Box 761, 350 East Market Street, Smithfield, NC 27527. The Town Manager has designated the Town Attorney to review and respond in writing to non-employment Section 504 complaints within 10 working days of receiving the written grievance.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

Town employees or individuals seeking Town employment should contact the Town Manager, 350 East Market Street, Smithfield, NC 27527 who will handle employee related 504 complaints as per the Town's Personnel Policy.

This information is available in Spanish or any other language upon request. Please contact Michael Scott, Town Manager at (919) 230-3590 or at 350 East Market Street, Smithfield, NC 27527 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Scott, Town Manager al (919) 230-3590 o en 350 East Market Street, Smithfield, NC 27527 de alojamiento para esta solicitud.