



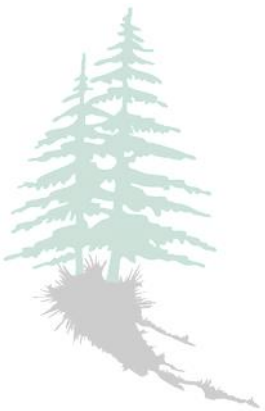
City of  
**CROCKETT**  
Est. 1837  
Texas

# EMPLOYEE HANDBOOK

(Appendix B to Personnel Policy and Procedure Manual)

Excerpt of updates for City Council review.

V2.0 (mm/dd/yyyy DRAFT)



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## SECTION IV. INFORMATION TECHNOLOGY RESOURCES

City employees must use professional practices when using the City's information technology resources. All City information technology resources are the property of the City and are provided for conducting City business. With authorization from the appropriate administrator, the City may monitor any City information technology resource to ensure security and appropriate use of City property without notice of times, locations, or durations of monitoring. In accordance with state law, PD-2.11, Prohibited Technology on City Devices, prohibits the use or installation of certain applications on City-owned or City-leased devices unless a specific exception is made per PD-2.11 by the appropriate administrator. The prohibited applications include but are not limited to the social media service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited or a social media application or service specified by proclamation of the governor as posing a risk to the State of Texas.

## SECTION VII. EMPLOYEE GENERAL RULES OF CONDUCT AND DISCIPLINARY PROCESS

### 2.03. Promptly comply with any lawful instructions issued by the supervisor or other authority.

You are required to comply fully with any lawful instructions issued by your supervisor or other authority. This includes instructions posted on employee bulletin boards or a verbal or written lawful order issued directly to you by or through your chain of supervision (not by or through a co-worker).

**Violation Level** 23 – 4 (depending on severity, taking guidance from the levels for similar violations)

### 2.04. Provide truthful and accurate records and statements.

You are required to provide truthful and accurate records and statements throughout your employment with the City and to be truthful in all work-related communications. You must not make false or misleading verbal or written statements in work-related communications. When you sign a document or submit a document on your behalf to a City representative (e.g., application for employment, grievance, time report), you are attesting to the truthfulness, accuracy, and completeness of the information or events presented in the document.

**2.04a:** Involving records or statement other than application for employment

**Violation Level 2**

**2.04b:** Providing false or omitting relevant information in application for employment (e.g., relating to education or licensure, experience, or information affecting minimum standards for employment)

**Violation Level 4**

**Note:** Submission of falsified or altered documentation in support of leave taken or requested is a violation of General Rule of Conduct 2.04b3. Making or submitting false or intentionally

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misleading statements in response to an investigation is a violation of **General Rule of Conduct 2.12 4.11.**

**2.05. Be courteous to fellow workers, supervisors, subordinates, and the general public.**

You are expected to maintain a professional, cooperative, helpful attitude toward fellow workers, supervisors, subordinates, and the general public. This includes listening to the views of others, discussing issues and concerns honestly and courteously, and providing feedback to staff and supervisors when requested. Disrespectful, rude, and unmannerly conduct that disrupts the workplace or adversely affects another employee's ability to perform his job (e.g., yelling, screaming, or provoking a fellow employee verbally or through emails, text messages, or Internet social media) is not tolerated.

**Violation Level 1 – 4** (depending on severity, taking guidance from the levels for similar violations)

**2.06. Do not conduct excessive personal business or participate in excessive visiting during work hours.**

While on duty, you must: (a) not spend an excessive amount of time away from the workstation due to personal business or visiting with co-workers; (b) keep personal telephone calls and use of personal cell phones for any reason to a minimum; (c) limit personal use of the Internet to non-work time; and (d) refrain from distracting others with excessive visiting.

**Violation Level 1**

**2.07. Do not create or contribute to discord in the workplace.**

While on duty, you must not create or contribute to discord in the workplace by complaining about an employee to someone other than your or his line of supervision or by spreading lies, half-truths, rumors, negative, or exaggerated comments that would humiliate or hurt the professional or personal reputation of another employee. It is a waste of time and productivity, is unprofessional, demonstrates a lack of integrity, creates anxiety and discord among workers, and can be a form of bullying or workplace harassment. A good practice is not making any comment about an employee in his absence unless you would also make the comment in the employee's presence. This rule does not prohibit you from talking about wages, hours or working conditions and does not prohibit you from requesting another employee from providing information as a first-hand witness to an incident related to a disciplinary action or formal grievance.

**Violation Level 1 – 4** (depending on severity, taking guidance from the levels for similar violations)

**2.08. Remain alert and awake while on duty.**

You are required to remain alert and awake and to devote full attention to your assigned duty or area of responsibility during working hours.

**2.08a 4.07a:** No injury or other harm – **Violation Level 2**

**2.08b 4.07b:** Contributing to serious injury or other serious harm – **Violation Level 4**

**2.09. Do not commit or threaten to commit any act that endangers another individual's safety.**

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The City has zero tolerance for workplace violence. You must not commit or threaten to commit any act that endangers another individual's safety, including hazing or horseplay. A threat of violence is considered an act of violence.

**2.09a 4.08a:** Threat or act was less than life endangerment – **Violation Level 2**

**2.09b 4.08b:** Threat or act was life endangerment – **Violation Level 4**

## **2.10. Report any safety hazard to a supervisor.**

You are responsible for immediately reporting to a supervisor any unsafe condition on City premises or at a City worksite that has the potential to cause injury to you, another employee, or any other person. Common examples include but are not limited to a defect in mechanical equipment, spills, frayed electrical cords, improperly stored chemicals and tools.

**2.10a 4.09a:** Failure did not result in injury – **Violation Level 1**

**2.10b 4.09b:** Failure resulted in injury – **Violation Level 2**

## **2.11. Perform all duties in a manner to prevent accidents/injuries and immediately report an injury that occurs while on the job.**

You must immediately report any injury that occurs while on the job to your immediate supervisor and the City Secretary. **Violation Level 1**

## **2.12. Cooperate fully in investigations.**

You have a duty, as a condition of employment, to cooperate fully in all administrative investigations conducted by the City and in all criminal investigations arising from City operations or employment in which you are not accused of a crime. The duty of cooperation requires that you fully answer all work-related questions. You must not make or submit false or intentionally misleading verbal or written statements in response to an investigation.

**2.12a 2.11a:** Unintentionally providing inaccurate information - **Violation Level 1**

**2.12b 2.11b:** Refusal to cooperate, including willful intent to deceive an investigator - **Violation Level 4**

**Note:** If you are accused of committing a criminal offense, you have a constitutional right to remain silent in a criminal investigation. Invoking the right to remain silent in such circumstances will not be used against you, either criminally or for employment purposes.

## **2.13. Exercise care when handling or using City property.**

You must handle and use City property with care to avoid loss, damage, or destruction. You must immediately report to your supervisor the loss, damage, or destruction of any City property that occurs while in your possession or during use.

**2.13a 2.12a:** Minor - **Violation Level 1**

**2.13b 2.12b:** Major – **Violation Level 2**

## **2.14. Do not intentionally release, disclose, or use non-public information.**

You are expected to maintain confidentiality of all City records and information relating to City employees unless you are specifically authorized to release, disclose, or use the information. You must not accept other employment or engage in a business or professional activity that you

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might reasonably expect would require or induce you to disclose confidential information acquired because of your City employment.

**Violation Level 2**

**2.15. Report any arrest, criminal charge, or a change in status of a criminal charge.**

You must report any of the following events to your supervisor and City Secretary ***within two workdays after the event:***

- an arrest for any offense;
- an indictment or other official notification of being charged with a crime;
- any change in status of a pending criminal charge, including dismissal, conviction, the initiation or termination of proceedings to revoke probation, etc.

**2.15a 2.14a:** Failure to report that involves an offense for which you would not have been separated from employment if convicted for the offense – **Violation Level 2**

**2.15b 2.14b:** Failure to report that involves an offense for which you would have been separated from employment if convicted for the offense – **Violation Level 3**

**2.16. Do not commit any criminal offense.**

**2.16a 2.15a:** Felony – **Violation Level 4**

**2.16a 2.15b:** Class A or B misdemeanor – **Violation Level 2**

**2.17. Do not access, send, view, print, possess or knowingly receive pornographic materials containing sexually explicit content.**

You must not use City resources (e.g., computers, copiers) to access, send, view, print, possess, or knowingly receive pornographic materials containing sexually explicit content.

**Violation Level 4**

**2.18. Do not steal or damage City property or the property of others.**

Theft or willful damage to City property or the property of others is strictly prohibited. This includes acquiring property that you know was stolen by another.

**Violation Level 4**

**2.19. Do not gamble while on duty or on City property.**

**Violation Level 2**

**2.20. Do not report to work or perform work while under the influence of alcohol or drugs.**

You must not consume, use, or be under the effects of alcohol, drugs, or any mood-altering substance at work or on City premises. A defense to an alleged violation of this rule is use of a prescription drug or over-the-counter medication that does not significantly interfere with the performance of job duties. You must notify your supervisor prior to commencing work while taking a prescription drug or over-the-counter medication that may impair your mental or physical capabilities.

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**2.20a 2.19a:** Failing to notify supervisor prior to commencing work while taking a prescription drug or over-the-counter medication that had the potential to impair mental or physical capabilities – **Violation Level 2**

**2.20a 2.19b:** Consuming or using alcohol, drugs, or mood-altering substances at work or on City premises or having a positive alcohol or drug test result – **Violation Level 4**

**2.21. Submit to alcohol or drug tests as required.**

**Violation Level 4**

**2.22. Ensure your personal contact information is current and valid.**

You are required to have current and valid contact information on file and to immediately notify the City Secretary of any changes to the information. The required information includes the following:

- telephone number or the telephone number of a person who can reach you on short notice if you do not have a telephone number
- mailing address; and
- emergency contact telephone number(s).

**Violation Level 1**

**2.23. Do not incite, attempt to incite, or participate in a strike or work stoppage against the City.**

**Violation Level 4.**

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