



City of Dripping Springs
**PERSONNEL
MANUAL**

*The Handbook Of
Benefits, Policies & Procedures
For Employees of the
City of Dripping Springs*



DRIPPING SPRINGS
Texas

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SECTION 1: INTRODUCTION

1.01 Policies Established

These policies and all amendments hereto shall be the official personnel policies of the City. The City retains the right to unilaterally change policies in this Manual and will advise employees of those changes. All prior policies are hereby repealed.

1.02 Purpose

This Manual is adopted by the City Council as a guidance document, not a contract. Through this Manual, the City Council strives to bring uniformity, consistency, and fairness to its employment practices.

1.03 Applicability

These policies apply to all City employees, except where inconsistent with state law, federal law, City ordinance, or the particular agreement hiring a specific employee. In the event of such inconsistency, the state or federal law, ordinance, or agreement shall prevail.

1.04 Objectives

The City seeks to achieve these objectives through the systematic, uniform application of modern personnel practices. The City's personnel policies strive to:

- (a) promote and increase productivity, efficiency, and responsiveness to the public, and economy in the City service;
- (b) provide fair and equal opportunity for qualified persons to enter and progress in the City's service in a manner based on merit and fitness;
- (c) maintain recruitment, advancement, and other practices to enhance the attractiveness of a City career;
- (d) develop and maintain consistent, up-to-date position classifications and compensation plans;
- (e) develop high morale among City employees by fostering good working relationships, and by providing uniform personnel policies, opportunity for advancement, and consideration of employee needs and desires;
- (f) retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; and

- (g) assure that employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.

1.05 At-Will

- (a) All employees of the City serve at-will except those who are a party to a City Council approved employment agreement. Any City Council approved employment agreement preempts any provision of these policies where there is any conflict.
- (b) These policies and the benefits described herein do not constitute a contract of employment or a contract between the City and any employee to provide any benefit. Nothing contained herein shall create an entitlement to, or property interest in, continued employment with the City.
- (c) The City may alter, modify, amend, or terminate any of the policies or benefits set forth herein at any time, with or without notice. Notwithstanding any statement contained in these policies, or in any other document or statement issued by the City or any of its representatives to the contrary, the City shall have the right to terminate any employee from employment with the City, at any time, with or without cause, subject to state and federal law.

1.06 Dissemination

The City shall make every effort to thoroughly acquaint employees with the materials in these personnel policies and any subsequent revision. Copies of these policies and all amendments shall be furnished to each employee. Notwithstanding the foregoing, it is each employee's responsibility to become familiar with the contents of these policies, and to ask questions when necessary, for a full understanding.

1.07 City Administrator

The term "City Administrator" as used in this Manual includes the City Administrator, a Deputy City Administrator, and others specifically designated by the City Administrator to act as agents.

1.08 Chain of Command

Each employee has a supervisor who should be consulted should any work issue arise. If the supervisor is unavailable, or a response is determined by the employee to be inadequate, the employee may discuss the issue with the Department Director, , Human Resources Director, a Deputy City Administrator, or City Administrator, unless a different procedure is described herein. The supervisory chain of command for each employee shall be listed in the employee's job description. Engaging in activity outside the chain of command as relates to employment matters is detrimental to the employment relationship and harms the ability of the City to react effectively and consistently when presented with employee issues. Each month the City Administrator

shall prepare a report for the mayor that lists the hiring, termination, staffing levels, and significant employee actions.

1.09 Core Values

City of Dripping Springs (COD) Texas



Core Values - **C O D S T X**

- **Community** - support, connection, value through relationships
- **Openness** - open and accepting, transparency, communication
- **Dependability** - trust, teamwork, honesty, responsive, available
- **Service** - safety, sincerity, smiles, self-respect
- **Teamwork** - working together for common goals
- **Excellence** - quality, commitment, professional, greatness, brilliance

SECTION 2: CLASSIFICATIONS

2.01 Classifications Listed

There are 5 classifications of employees with the City:

- (1) Full-Time—Exempt;
- (2) Full Time—Non-exempt;
- (3) Part-Time—Regular;
- (4) Temporary;
- (5) Seasonal; and
- (6) Event/Intermittent.

While not considered an “employee” under this Manual, a sixth classification is Contract Services. Volunteers who are not employed by the City in any capacity are not generally governed by this Personnel Manual but will be reviewed in the same manner as an employee as it relates to conduct and ethics as applicable. Employees who volunteer for the City in a capacity other than their normal job functions will be governed by this Manual.

2.02 Full-Time—Exempt

Employees who work a regular schedule of more than 30 hours a week and meet the federal law requirements of an employee exempt from overtime shall be considered full-time—exempt if approved by the City through a job description. The employee’s average of hours worked per week is not considered when determining whether an employee is full-time—exempt.

Pursuant to the Fair Labor Standards Act, as may be amended (FLSA) and applicable state laws, exempt employees are those who qualify as such under the statute because they fall into one of the exempt categories. Exempt employees are not entitled to overtime compensation pay (but are entitled to compensatory time, as explained elsewhere).

Employees are only considered exempt if: (1) they meet the federal requirement; and (2) the approved job description designates the employee as exempt.

2.03 Full-Time—Non-exempt

Employees who work a regular schedule of more than 30 hours a week and who are not exempt employees based on their job duties or compensation shall be considered full-time—non-exempt. The employee's average of hours worked per week is not considered when determining whether an employee is full-time—nonexempt. Non-exempt employees are eligible for overtime pay if the employee works more than forty (40) hours in a 7-day work period. The 7-day work period runs from Monday to Sunday.

2.04 Part-Time—Regular

Employees who work a regular schedule of less than 30 hours a week shall be considered part-time.

2.05 Regular

Any employee who works for an indefinite period of time (not temporary, seasonal, or event/intermittent) shall be considered regular employees.

2.06 Temporary

Employees who work for a short period of time shall be considered temporary employees.

2.07 Seasonal

Employees who work solely for a specific time of year shall be considered seasonal employees. Seasonal employees may not be employed more than three months in any one year and should start and end employment around the same time every year except when also employed as an event/intermittent employee.

2.08 Event/Intermittent

Employees who work at special events or intermittently at any time of the year on an occasional basis. Seasonal and temporary employees may work as event/intermittent employees.

2.09 Contract Services

At the discretion of the City Council, officer or employee positions may be staffed by professional services providers on a contract basis.

SECTION 3: HIRING

3.01 Hiring Authority

The City Council is the hiring authority for all City officers as described in Local Government Code Chapter 22 or as otherwise designated by the City Council. These officers include City Administrator, Deputy City Administrators, City Secretary, City Attorney, People & Communications Director, Human Resources Director, Parks and Community Services Director, City Treasurer/Finance Director, Maintenance Director,

Utilities Director, Building Official, Planning Director, Director of Emergency Preparedness and Homeland Security, and others designated by City Council.

The City Administrator has the authority to hire any position if such hiring is not required to be authorized by the City Council pursuant to this provision or other resolution or ordinance. The City Administrator may delegate hiring positions to a department head.

For exempt employees of Dripping Springs Ranch Park, the Chair of the Dripping Springs Ranch Park Board of Directors may be involved in the hiring process as described by city ordinance and park rules and policies. The City Administrator has the authority to hire any Dripping Springs Ranch Park position, other than those listed above as hired by the City Council but may consider the input of the Chair of the Dripping Springs Ranch Park Board, if any, in making the hiring determination.

3.02 Interim Appointment

When an emergency exists that requires the services of personnel who are not otherwise available, such employees may be immediately hired by the Mayor or City Administrator for a period not to exceed 90 days without regard to normal recruitment and selection requirements. If the hiring of the interim employee is not confirmed by the primary hiring authority for that position or the City Council within the 90-day period, the employee is considered to be automatically discharged as of the 91st day. Any interim appointment of a position for which the City Council is the primary hiring authority shall be brought to the City Council at the next regular City Council Meeting.

3.03 Background Checks

- (a) Background Processing. Some or all of the following background checks may be conducted for applicants for employment and certain volunteers:
 - (1) Social Security Verification. Validates the applicant's Social Security number, date of birth, and former addresses.
 - (2) Prior Employment Verification. Confirms the applicant's employment with the listed employers, including dates of employment, the position held, and additional information available about performance rating, the reason for departure, and eligibility for rehire.
 - (3) Personal and Professional References. Correspondence or in-person contact will be made to individuals listed as references by the applicant.
 - (4) Educational Verification. Confirms the applicant's educational institution, including the years attended and the degree/diploma received.
 - (5) Criminal History. Includes a review of criminal convictions and probation. The existence of criminal convictions is not an automatic prohibition on City employment. The following factors will be considered for applicants with a criminal history:
 - (A) The nature of the crime and its relationship to the position.
 - (B) The time since the conviction.
 - (C) The number (if more than one) of convictions.
 - (D) Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the city, its employees, or its citizens and vendors.

(6) Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be conducted when driving is an essential requirement of the position.

(b) The Human Resources Director will notify the department head/supervisor regarding the findings of the background check. The department head will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire an individual is made based on the results of a background check, the Human Resources Director will make notification to the applicant.

3.04 Notice

(a) The Human Resources Director or the Director's Designee shall provide, by appropriate means, public notification of vacancies to be filled within the City service and shall maintain a list of current announced vacancies for public inspection. Notice is not required for those vacancies to be filled internally via promotion, transfer, temporary promotion, or reinstatement.

(b) Each job announcement, insofar as practicable, shall specify the title, nature of the job, required minimum qualifications, proposed rate of pay, and the deadline for and method of application.

(c) All job openings shall be posted on the City Website and any other location as deemed appropriate and best designed to hire the most qualified candidate. The City Administrator and the Human Resources Director may post any existing position regardless of hiring authority as soon as a vacancy exists. The City Administrator and the Human Resources Director may post for a new position as soon as the job description and creation of the position is approved by City Council.

3.05 Evaluation

The City Administrator and Human Resources Director shall determine the most appropriate means of evaluating applications against job requirements to identify the best qualified applicants. Interviews, background checks (criminal and credit), written tests, and/or other screening procedures may be used as appropriate. Applicants shall be required to provide any job-related information necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved.

3.06 Residence

There shall be no residence requirement for City employment, except as may be provided by law. Employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work as may be specified in their job description.

3.07 Orientation and Introductory Period

The Human Resources Director shall provide orientation to all city employees, in coordination with the Finance Department, IT Department, and the employee's supervisor, including required benefit and financial paperwork, review of job description and duties, required training, core values, department specific policies, disclosure of personal information, and personnel manual.

All employees shall serve in an introductory capacity for the first 90 days of employment, promotion, or reassignment. During this introductory period, new employees shall be subject to close evaluation. New employees shall not be entitled to standard employee benefits, including paid leave, except to the extent specifically authorized by this Manual. However, (1) health benefits begin the first day of the month following the start date or as designated by the health coverage provider; and (2) TMRS benefits begin immediately upon full-time eligible employment with the City. Completion of the introductory period does not alter the at-will relationship, create a property interest in employment for any duration, or obligate the City to retain the employee for any certain duration. If this policy conflicts with a separate employment agreement with an employee or an employment benefits provider, the employment agreement prevails over the personnel policy.

3.08 Youth Employment

It is the policy of the City of Dripping Springs that no individual under the age of fifteen (15) shall be hired. Applicants between the ages of fifteen (15) and eighteen (18) shall be required to show proof of age to the satisfaction of the City Administrator or the Administrator's designee. Employees under the age of eighteen (18) shall not have duties or perform work that is prohibited by state or federal law.

3.09 Job Descriptions

The City Council shall be the approving authority for all new positions. All positions shall have a job description which includes exempt or non-exempt status of employee. The City Council shall be the approving authority for all job descriptions for new positions and for all positions hired by the City Council. The City Administrator may make minor amendments to any job description in consultation with the Human Resources Director, the City Attorney, and the Mayor..

3.10 Nepotism

- (a) No person who is related within the second degree of affinity or within the third degree by consanguinity to any elected officer of the city is eligible for any office, position, clerkship or other service of the city. This prohibition does not affect an officer or employee within the named degree, who has already served at least two years of employment with the city at the time when the elected officer takes office.
- (b) No employee may work in a position which is in the line of supervision of a person who is related within the second degree of affinity or third degree of consanguinity or anyone living in the same household as the employee.

- (c) In the case of a marriage of two (2) existing employees, or other situation giving rise to a relationship prohibited by this policy, the individuals concerned will decide who will terminate or modify employment. If no decision can be made within 30 calendar days, the City Administrator, or their designee, will decide. At any time, either employee is free to apply for a different position with the city for which they are qualified, and that would eliminate a violation of this policy.
- (d) **Affinity (Marriage Relationships): First Degree/Second Degree** Spouse Spouse's Grandparents Father-in-law Spouse's Grandchildren Mother-in-law Brother-in-law Son-in-law Sister-in-Law Daughter-in-law
- (e) **Consanguinity (Blood Relationships): First Degree/Second Degree/Third Degree** Mother Grandmother Great-Grandmother Father Grandfather Great-Grandfather Daughter Granddaughter Great-Granddaughter Son Grandson Great-Grandson Brother Uncle Sister Aunt Niece Nephew Half-blood relationships fall within the same degree as those of full blood. Step relationships by affinity (marriage) fall within the same degree as those by consanguinity (blood). For example, a stepson would be considered the same as a son. An adopted child is considered the child of the adoptive parents.

SECTION 4: COMPENSATION

4.01 Appropriations

Wages, salaries, and working schedules for all employees shall be in accordance with the provisions of the City budget currently in effect, including amendments, and within the limitations of the financial provisions of each department, as approved by the City Council for each fiscal year.

4.02 Timesheets and Time Clock

- (a) **Timesheets:** Each exempt employee as defined in Section 2.02 of this Manual is required to turn in the employee's timesheet by the final day of each pay period (see 4.03(a)) to the Department Head. Each Department Head must approve and submit the approved timesheets to the City Treasurer by 9:00 a.m. the next business day following the final day of each pay period. Absences for the pay period must be submitted with each time sheet.
- (b) **Time Clock:** Each non-exempt employee as defined in Section 2.03 of this Manual is required to use the Time Clock to clock in and out each day with the employee's timecard if the employee works at the site where a time clock is located and accessible. Each employee is required to sign the employee's timecard agreeing that the time card accurately and completely reflects all time worked during the period in question and that no hours were worked that do not appear on the card. It is a violation of city policy to:

- (1) allow another to clock in or out for the employee;
- (2) fail to clock in when the employee arrives;

- (3) fail to clock out when the employee takes a lunch break or leaves work;
- (4) fail to submit all hours worked; or
- (5) fail to follow time clock policies or procedures issued by the City Administrator.

Any failure of this policy may result in disciplinary action.

A non-exempt employee may use a time sheet if approved by the employee's supervisor and/or whose primary work location is at a location that does not have a time clock shall use a time sheet.

Any discrepancy between the timecard and the employee's work hours requires notification to the employee's supervisor within seventy-two (72) hours whether the discrepancy is based on employee error or time clock malfunction. Only an employee's supervisor, the City Administrator, or a Deputy City Administrator may make manual changes to an employee's timecard or time sheet. Time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time on a timecard or time sheet must be approved by the employee's supervisor. Supervisors will be accountable to the City Administrator for any manual changes submitted.

4.03 Payment Procedures

- (a) Employees will be paid every other Friday. Approved timesheets must be turned in by 9 a.m. on the first business day following the end of each pay period. If a payday is scheduled for a City holiday, the payday will be processed the day before the City holiday or holidays.
- (b) Paychecks shall not be given to third parties without the express written authorization of the affected employee or as required by state law.
- (c) If an employee receives a paper paycheck and is absent on a scheduled payday, the employee's paycheck shall be held until the employee returns, unless a written request for other arrangements has been delivered to the City Administrator prior to such payday.
- (d) Direct deposit for employee paychecks is encouraged. To enroll in direct deposit, an employee shall complete the form provided by the Accounting Department and the form must be signed in ink and the original must be submitted to Accounting.

4.04 Overtime

- (a) Overtime commences for each hour a non-exempt employee works beyond the standard 40-hour week in the seven-day work period. Overtime shall not be calculated to include vacation, sick leave, or any other paid leave taken during the same seven-day work period as "hours worked." Hours worked for purposes of overtime are any hours

worked in the seven-day work period and include holiday hours. Special pay for work during non-business hours, nights, or weekends will not be given unless otherwise specified in this manual.

- (b) All nonexempt employees are eligible for overtime compensation in accordance with the FLSA.
- (c) Overtime compensation shall be calculated in accordance with Section 5.03(f).
- (d) Each non-exempt employee shall be responsible for notifying the employee's supervisor if an assignment cannot be completed within the employee's regular 40-hour workweek. No employee shall work overtime unless the employee's supervisor has determined that such overtime is required. Any employee who works unapproved overtime shall be paid, but may be subject to discipline.
- (e) All exempt employees are entitled to compensatory time. Compensatory time shall accrue in accordance with §5.03(f) (below).
- (f) An employee who requests the use of accrued compensatory time shall be permitted to take such leave within a reasonable period after making the request unless the employee's absence would unduly disrupt the operations of the City.

4.05 Raises, Merit Increases, and Cost of Living Adjustments

City Council has the sole authority to pass ordinances affecting pay scales. Raises, merit increases, and cost of living adjustments shall be considered at the time of annual employee evaluations or when brought to the City Council by the City Administrator. An employee who desires to request a raise or merit increase at a time other than at the time of annual employee evaluation, may make the request in writing to the employee's supervisor and the City Administrator. The City Administrator, in consultation with the employee's supervisor, shall decide whether to bring a recommendation for a pay raise or merit increase to the City Council.

4.06 Promotions

When possible, job openings within the City are filled by promoting qualified employees. A promotion is based on several criteria which includes, but is not limited to, performance in the employee's current job, attitude, attendance, punctuality, experience and interest in the City and qualifications for the open position. An employee applicant will be considered in a fair and appropriate manner as would any applicant. After considering qualifications, experience, etc., an opening will be filled by the person best qualified for the position. All promotions are made without regard to race, color, religion, sex, age, national origin, disability, or marital status. No supervisor may alter the terms of employment from "at-will" to a contracted relationship due to a promotion of an employee to a different position without approval from City Council.

4.07 On Call Policy

(a) Roles and Responsibilities

(1) Department Directors:

- (A) The City Administrator, Deputy City Administrators, the Maintenance Director, Utilities Director, Dripping Springs Ranch Park Manager, Director of Emergency Preparedness and Homeland Security, and the Parks and Community Services Director, will schedule employees for On-Call duty. Priority will be given to employees who volunteer for duty and have the necessary knowledge and skills for On-Call duty.
- (B) The City Administrator, Deputy City Administrators, the Maintenance Director, Utilities Director, Dripping Springs Ranch Park Manager, Director of Emergency Preparedness and Homeland Security, and Parks and Community Services Director will oversee the On-Call schedule, duties, and concerns of On-Call Employees at City facilities.
- (C) No employee may be scheduled more than three weeks in a row for On Call Duty. In addition, the Director of Emergency Preparedness and Homeland Security or Designee shall ensure that all employees are provided adequate rest time when called to work during emergency situations.

(2) Employees who are On-Call:

- (A) Inform Department Director of availability for On-Call duty.
- (B) For the week of On-Call duty:
 - i Obtain the City-Issued Cellphone prior to beginning of week (if available).
 - ii Answer all inquiries or after-hours emergencies either by phone or on-site.
 - iii Stay within 30 minutes of the City of Dripping Springs. (Employee is not required to stay on-site when On Call).
 - iv Are not allowed to be under the influence of alcohol or any other substance when On-Call.
 - v May use a City Vehicle for their On-Call duties and commuting solely while on On-Call duty in order to benefit the City.
 - vi On-Call Employees may be issued a City-Issued Cell Phone to respond to all On-Call calls.
- (C) Failure to follow these requirements can result in limitations to On-Call duty in the future and other discipline as allowed by the Personnel Manual.

(b) Compensation for On-Call Duty

- (1) On-Call Employees will receive a stipend of \$200 for each week per month they are On-Call.
- (2) On-Call Employees will receive pay for the time they actually work which begins when the Employee responds to an On-Call request.
 - i Non-exempt: receive hourly wage or overtime. Any hours worked during On Call time by a non-exempt, full-time, regular employee is eligible for Overtime Pay.
 - ii Exempt: receive compensatory time off if in the week of On-Call hours worked the total hours worked are over 40 hours in the 7-day work period.

4.08 Longevity Pay

The City provides regular employees longevity pay, at the budgeted rate for each full year of service, up to a maximum of 20 years. Employees with less than one year of service shall receive a budgeted amount up to an amount equal to one year of service.

4.09 Employee Referral Incentive Program

- (a) The City provides new employees retention and sign-on incentives for new and returning seasonal employees. The incentives are paid based on the Employee Referral Incentive Program Policy. Only one retention or sign-on incentive per fiscal year per new or returning employee is authorized.
- (b) The City provides current city employees who recruit an individual who starts employment with the City whom the employee recruits. The incentive is for the recruitment of permanent and seasonal employees.
- (c) Employees who are a supervisor, hiring authority for the position, or make a recommendation on the hiring for a position, including the Human Resources Director are ineligible. Event or Intermittent employees are also not eligible. Event and Intermittent employees, as defined by Section 2.08 of this manual, are employees who work special events (e.g., City festivals or Winter Wonderland, etc.) or intermittently at any time of the year for the City on an occasional basis.
- (d) There is no limitation on the number of employees or employee referral incentives that can be earned by current employees. The incentives are paid based on the Employee Referral Incentive Program Policy. Employees must request a referral incentive from the Human Resources Director in writing. The referred candidate will be reviewed by the Human Resources Director and/or City Attorney. Any disputes or interpretations of a referral will be handled by the City Attorney.

SECTION 5: BENEFITS

5.01 Insurance

The City provides varying types of insurance coverage, which includes hospitalization, major medical, life, long-term disability, and dental for full-time, regular employees only. The types of insurance coverage, and the required employee participation, may vary from year to year. Upon employment, an application for coverage shall be completed on the employee and forwarded to the insurance company. The application must be submitted before coverage will become effective. If an employee is on unpaid leave for longer than thirty consecutive days, the absence may affect the employee's insurance coverage and may result in the loss of paid coverage by the City. If this occurs, the employee will be offered continuation of health coverage at the employee's cost (COBRA) for the time of unpaid leave to the extent required by law.

5.02 Workers' Compensation

(a) Workers' Compensation coverage is provided for all employees.

(b) In the event of a job-related injury, a standard Workers' Compensation claim form must

be completed and submitted to the City Administrator within forty-eight (48) hours of the accident causing the injury, or within forty-eight (48) hours from the time the employee is physically able to do so. Contact the City Administrator to obtain the necessary form(s).

5.03 Leave

(a) Employees are generally not required to work on City holidays. The City may choose to observe the day preceding or following a holiday's official date. Each year the City Council will adopt the official City Calendar and that shall be the official list of City Holidays for employees for that year. City holidays are as follows, but are subject to change pursuant to City Council discretion:

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Washington's Birthday (Presidents Day) (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth
- Fourth of July
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

In addition, each employee will be given 1-personal floating day to use as needed. Personal day will not carry over to following year. Full-time, exempt employees required by their supervisors to work on a holiday shall be given the same amount of substitute time off as is worked, up to 8 hours substitute time off with pay on another date. Regular, part-time employees are eligible for holiday pay on a pro-rated basis. Holiday hours are considered hours worked for the purpose of compensatory time off for exempt employees and for overtime for non-exempt employees. An employee on unpaid leave on a designated holiday, or in a non-pay status on a scheduled workday immediately preceding or immediately following a designated holiday, shall not receive pay for the holiday. An employee on preapproved vacation leave on a designated holiday, or any type of paid leave, shall not have the holiday deducted from his or her leave time.

(b) **Religious Observance:** Employees desiring to observe religious holidays not coinciding with an officially designated City holiday may be given time off without pay, or may be authorized to use accrued vacation leave, a floating holiday, or compensatory time.

(c) **Vacation:** Upon hire, full-time, regular employees shall be given 40 hours of vacation

and will additionally commence to accrue paid vacation as follows: 7 hours each month if employed less than 1 year; 10 hours per month if employed 1 to, but less than 10 years. A full-time regular employee who has been employed more than 10 years shall receive 14 hours per month of vacation leave. Each regular employee will be eligible to use vacation hours after successfully completing a 90-day introductory period.

Vacation leave shall accrue on a prorated basis each year of employment. All requests for vacation leave are subject to the City's staffing needs and must be approved in advance by the supervisor or Department Head. On January 1st of each year accrued vacation time will be reviewed for each employee and any accrued vacation hours over 120 hours shall expire. Accrued vacation leave that has not expired will be paid out when an employee leaves service with the city up to 112 hours if an employee has been employed for at least six continuous months with the city. Supervisors shall keep the Department Heads and the Human Resources Director informed of their employees' planned vacation time off.

- (d) **Sick Leave:** Full-time, regular employees shall commence to accrue paid sick leave at the rate of 4 hours per month upon full-time employment with the city. Sick leave may be taken as accrued when an employee is ill, to attend doctor/dentist appointments, or to care for a member of the employee's household. Employees unable to work because of unexpected illnesses shall notify their immediate supervisor as soon as reasonably possible. The City may require a physician's verifying statement for any illness that exceeds 3 working days within a two-week pay period, or in the event of excessive absences or absences of extraordinary duration. Sick leave may be carried over to subsequent fiscal years. Accrued sick leave will not be paid out when an employee leaves service with the city. Any employee who exhausts sick leave due to illness may substitute vacation leave or other appropriate paid leave during the time of the illness. Leave that is eligible for Family Medical Leave Act is governed by Section 5.07 of this Manual.
- (e) **Injury Leave:** An employee injured on-the-job shall receive benefits as provided in the City's Workers' Compensation coverage. Nothing herein shall prevent an employee from using accumulated sick leave, vacation leave, or compensatory time off during an absence due to injury. An employee shall immediately report any injury incurred in the line of duty, however minor, to a supervisor, and take such first aid treatment as may be necessary. In the event of a job-related injury, a standard Workers' Compensation claim form must be completed and submitted to the City Administrator within forty-eight (48) hours of the accident causing the injury, or within forty-eight (48) hours from the time the employee is physically able to do so.
- (f) **Compensatory Time:** Salaried, exempt employees will receive compensatory time with pay at a rate of one hour comp time for every hour worked over 40 in a standard seven-day work period (**1:1**). Compensatory Time may be taken as accrued. Holiday hours are considered hours worked for purposes of compensatory time off. Compensatory time may be carried over to subsequent fiscal years. Compensatory

Time of more than 100 hours may not be carried over to the next fiscal year. The City may either: (1) recommend time off for the employee to use Compensatory Time off; or (2) shall exchange pay for Compensatory Time, at the City Administrator's discretion for payouts of 100 hours or less where the hours cannot be carried over and the employee does not take the hours as paid time off. The Mayor may approve an additional payout of 20 hours of compensatory time off. For payouts of over 120 hours not approved by the Mayor, the issue may only be approved by City Council. This section does not apply to compensatory time off earned in lieu of overtime for nonexempt employees.

(g) Civic Leave: Each January 1st each full-time, exempt and non-exempt, regular employees shall accrue 8 hours of paid leave toward satisfying civic activities, such as voting, and donating blood. New employees accrue the 8 hours of Civic Leave upon employment. Civic Leave may be taken as accrued. In addition, employees are provided paid civic leave for jury service. Employees granted civic leave for jury service shall retain all juror fees. Employees excused or released from jury service during working hours shall report to their work stations, unless otherwise instructed. Civic leave may not be carried over to subsequent fiscal years.

(h) Bereavement Leave: Bereavement leave shall be available to any full-time or part-time regular employee. Bereavement leave shall not exceed twenty-four work hours within sixty (60) days of the death of a family member or a member of the employee's household and shall be prorated for part-time regular employees. Bereavement Leave may be taken as accrued. Bereavement leave is available upon the death of an immediate family member or a member of the employee's household. Immediate family member includes children, spouse or partner, parent, grandparent, grandchild, or sibling, whether related by blood or marriage. A member of the employee's household includes any individual who resides with the employee. Bereavement leave is available for each death meeting the above criteria.

(i) Parental Leave: Each pregnant employee shall be treated the same as other similarly situated employees regarding requests for sick leave and for accommodations related to performing the essential functions of the job. Pregnant employees and employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. The employee will be entitled to resume work following the end of the pregnancy when the employee is able to perform all job duties and has obtained a physician's release to return to duty. Parental Leave intended for the care of a child by a parent or guardian shall be handled as outlined in the Family and Medical Leave Act policy.

(j) Military Leave:

(1) The City complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended. USERRA is a federal statute that protects employees who engage in military duty in the uniformed services. The exception to the "at-will" doctrine contained in USERRA applies only to this

section of the Personnel Manual regarding military leave.

- (2) Military leave shall be approved leave for regular, full-time employees of the City who are members of the state military forces or members of the reserve components of the Armed Forces of the United States.
 - (3) The paid military leave period is measured as the fiscal year October 1 through September 30.
 - (4) Employees may elect to continue medical benefit coverage under COBRA for the duration of the military leave unless covered under the provisions of FMLA.
 - (5) All requests for leave should be accompanied by a copy of the order, directive, notice, or other documents requiring absence from scheduled work.
 - (6) An employee who is a member of the state military forces or a reserve component of the armed forces will be granted up to fifteen days of paid leave per fiscal year for days on which the employee is engaged in authorized training or duty ordered or authorized by the Texas military pursuant to Chapter 437 of the Government Code:
 - (1) All requests for leave must be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work.
 - (2) Leave pay will not be granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled.
 - (3) No employee using Chapter 437 military leave will be discriminated against for use of this leave or lose any work benefit while using this leave.
- (k) Administrative Leave:** In circumstances not falling within other provisions of these policies, the City Administrator or Mayor may authorize an employee to take leave *without pay* under such terms and conditions as may be mutually agreeable. The City Administrator or Mayor may authorize an employee to take up to eighty (80) hours of leave with pay within a twelve-month period when it is in the best interest of the City and staff. Any request for administrative leave exceeding eighty (80) hours within a twelve-month period must be approved by the City Council.
- (l) Unauthorized Absence:** Employees who are absent from work without having provided notice, obtained a supervisor's approval, provided a legitimate excuse, or who fail to return from scheduled time off without notice, may be deemed to have abandoned their position. Abandonment of an employment position may lead to disciplinary action or the determination that the employee has resigned.
- (m) Donation of Paid Time Off:** One or more employee may donate accrued paid time off, including sick leave, vacation leave, or compensatory time off hours to another employee if: (1) the receiving employee has exhausted all paid time off or will exhaust

the paid time off during the expected leave time; (2) the receiving employee is requesting leave for a reason listed above where the employee would normally have paid time off but has exhausted the employee's paid leave; and (3) the supervisor of the receiving employee and the city administrator gives their approval. A receiving employee may not: (1) use donated time off for vacation leave; or (2) use donated time off for more than twelve (12) weeks in one twelve (12) month period.

(n) Partial Day Absences:

(1) Partial Day Absences of less than eight hours where an exempt employee, as defined in Section 2.02 of this Manual, is unavailable for work shall:

- (a) be charged to accumulated time off such as vacation, compensatory time off, sick leave, or other paid leave as appropriate; or
- (b) be taken as leave without pay if all paid leave is exhausted.

(2) An exempt employee requesting an absence of less than eight hours due to unavailability, and who has exhausted all paid leave, shall request approval of unpaid leave from the City Administrator or Mayor pursuant to Section 5.03(1) pursuant to this Manual or request Donation of Paid Leave under certain circumstances as defined in Section 5.03(n).

(3) Partial Day Absence leave is not required where the exempt employee is able to reach 40 or more hours in a 7-day work period and where such daily work periods are approved by the Department Head.

5.04 Retirement

The City participates in the Texas Municipal Retirement System (TMRS), through which retirement benefits are provided to each permanent employee who averages 1000 hours per year or more.

5.05 Training

The following educational opportunities are available, at the discretion of the Mayor and/or City Council, and subject to budget appropriations:

(a) **Events:** Employees are encouraged to attend professional conferences, seminars and workshops reasonably related to municipal activities.

(b) **Memberships:** The City may fund employee membership in professional development organizations. Membership activities must be related to the employee's position with the City. All memberships funded by the City must be approved by the City Administrator.

(c) **Tuition Reimbursement:** The City may reimburse employees for the cost of tuition for the employee's continuing education. The degree program must be related to the employee's position with the City and approved by the Mayor and City Administrator in advance. To be eligible for reimbursement, the program must be for: (1) certifications

or licenses that are directly related to the employee's core job duties; or
(2) course credit at a college or university accredited by the Texas Higher Education Coordinating Board. To be eligible for reimbursement, the employee must have received a grade of "B" or higher for that semester (or "pass" if the course is only offered "pass/fail"). The Mayor or City Administrator may approve up to three thousand dollars (\$3,000) of tuition reimbursement per calendar year. Requests above three thousand dollars (\$3,000) per year require approval by City Council. No minimum amount of tuition reimbursement is mandated or required by this policy but is solely at the discretion of the Mayor, City Administrator, and City Council. The approved written reimbursement agreement shall be attached to this Manual as Attachment "A".

(d) Travel Reimbursement: Employees may submit reasonable travel expenses related to educational events, professional conferences, seminars, classes, and workshops that are reasonably related to municipal activities in writing to the City Administrator. These expenses may be reimbursed by the City on a case-by-case basis and travel reimbursement may be given for events whether or not the tuition, seminar, or conference fee is paid for by the City or the Employee.

(e) Employee Reimbursement for Training or Tuition Costs: Each employee who receives training or accepts tuition for continuing education that costs more than \$1000 for one class, event, or related travel expenses for such training or schooling shall sign a written reimbursement agreement that states that they will reimburse the City for the costs related to the training or schooling if the employee separates from the City within two years of the date of the training if a single day, or the last day of the training if a multi-day event, or from the last day of classes for classes reimbursed by the City.

5.06 Uniform Policy

(a) The City purchases uniform shirts, pants, shoes, and other clothing for certain employees of the City. The purchase of uniforms, amount, and type are set by the budget each year based on each department's budget. When an employee receives a uniform item from the City, the employee is responsible for keeping the item in good repair. If an employee purchases clothing, and the City pays for the logo, the employee may keep the clothing upon separation from employment. For items purchased by the City, the item must be returned to the City unless the item is released to the employee by the City Administrator.

(b) All uniforms bearing a city logo and purchased by the City are considered City property and must be relinquished to the supervisor upon the end of the employee's employment with the city. If items are not returned, the City may pursue reimbursement for the amount spent

on that employee's City-purchased uniforms. Each department head is responsible for maintaining a list of City-purchased uniforms or logoed items and providing that information to the finance department.

- (c) Supervisors are expected to exercise reasonable diligence and to make a good faith effort to ensure the return of City-purchased uniforms upon termination of an employee. This includes keeping accurate records of what uniforms the City has purchased and who is in possession of each item. Such record shall be made available to the City Administrator and the finance department.
- (d) No identifiable part of the uniform shall be worn while off duty and not involved in an activity directly related to one's employment and assignments with the City. The uniform may be worn while commuting to and from the workplace. It is a violation of this policy to wear the uniform while in private, employed elsewhere, or when self-employed doing outside employment.

5.07 Family And Medical Leave Act (FMLA)

(a) Definitions

- (1) **12-Month Period:** A rolling 12-month period measured backward from the date the leave is taken.
- (2) **12-Month Service Member Period:** A single 12-month period measured forward from the first day Service Member Family Leave is taken.
- (3) **Child:** A biological, adopted, or foster child, a stepchild, a legal ward; or a child of a person standing in loco parentis, who is standing in the place of a parent, who is either under the age of 18 or age 18 or older and requires active assistance or supervision to provide daily self-care. A biological or legal relationship is necessary. A more detailed definition is provided in the Family and Medical Leave Act which is available from the Human Resources Director's office.
- (4) **Health Care Provider:** A Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services. A more expansive definition is provided in the Family and Medical Leave Act of 1993 which is available in the Human Resources Department.
- (5) **Next of Kin:** The nearest blood relative of a Covered Service member.
- (6) **Parent:** A biological or adoptive parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents-in-law.
- (7) **Serious Health Condition:** An illness, injury, impairment, or physical or mental condition that involves:
 - (A) Any period of incapacity or treatment that results in inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - (B) Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or

(C) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or 4) for prenatal care. Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgeries after an accident or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met.

(8) Spouse: A husband, wife, or domestic partner lawfully married to one other, as defined or recognized under state or federal law for purposes of marriage, including common law marriage.

(b) Policy

An employee may be eligible to take up to twelve (12) weeks of unpaid family and medical leave during a rolling twelve (12) month period. An eligible employee is one who has been employed with the City for at least twelve (12) months, and who has worked at least 1,250 hours during the twelve (12) months preceding the first date leave is to be taken. Leave can be taken for any of the following reasons: birth of a child, placement with the employee of a child for adoption or foster care; when the employee is needed to care for a child, spouse, domestic partner, or parent who has a serious health condition; or when the employee is unable to perform the essential functions of the position because of the employee's own serious health condition.

Generally, employees will be returned to the same or an equivalent position upon their return from FMLA leave. The City complies with all provisions of FMLA in its employment practices and makes available detailed explanations and instructions of FMLA benefits and procedures to all employees who fall within its provisions, should such circumstances arise.

(c) Conditions

All eligible employees shall be granted family or medical leave consisting of unpaid leave, and when requested and appropriate, accrued sick and/or vacation leave, for a combined total of up to twelve (12) weeks during the FMLA leave year for the following reasons:

- (1) Family Leave:** Any family leave must be taken within twelve months from the date of the birth or placement of a child for adoption or foster care.
- (2)** The birth and subsequent care of the employee's newborn child and in order to care for the child;
- (3)** The placement of a child with the employee for adoption or foster care, and to care for the child.

(d) Medical Care

- (1) To care for a spouse or domestic partner, child, or parent who has a serious health condition;
- (2) The employee is unable to perform the essential functions of their position due to the employee's own serious health condition;
- (3) A "qualifying exigency" as a result of the employee's spouse, child, or parent who is a military member on covered active duty or called to covered active duty (or notified of an impending call to active duty), or in support of a contingency operation for covered members of a Reserve component, or
- (4) To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered service member (military caregiver leave).
- (5) Any other circumstance provided by the FMLA.
 - (A) Employees are entitled to 12 weeks of FMLA-protected leave for a qualifying reason.
 - (B) Employees are entitled to 26 weeks of leave if they qualify as military caregivers.

(e) Procedures

(1) Twelve-Month Period

The twelve (12) month period for counting family and medical leave is a "rolling" twelve (12) month period measured backward from the date an employee requests or is placed on FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months, or 26 weeks provided in certain circumstances.

Employees are eligible to take medical leave intermittently or on a reduced leave schedule only when medically necessary. Employees are not entitled to take family leave intermittently or on a reduced leave schedule unless approved by their Department Director and the City Administrator.

(2) Employee Request for Leave

An employee must give at least thirty (30) days' advance notice in writing for the need to take foreseeable family or medical leave for planned medical treatment, unless the need is unforeseeable, in which case, as much notice as is practicable should be given. The request must state the reason for the leave, the anticipated duration of the leave, and the starting and ending dates of the leave. When it is not practicable under the circumstances to provide thirty (30) days advance notice, the employee must give notice to the Human Resources Director as soon as possible but no later than two (2) business days after the employee learns of the need for the FMLA leave.

(3) Department Notification

Each Department Director is responsible for notifying the Human Resources Director and the City Administrator immediately when an employee is away from work for a family and medical leave qualifying event (if family and medical leave has not been approved), even if the employee is utilizing paid vacation, sick or personal leave, or is out due to a work-related injury. An employee using sick leave should be reported to the Human Resources Director or the Director's designee if it is anticipated that the duration of the illness will be three (3) or more days, or once the employee exceeds three (3) days.

(4) Human Resources Director Responsibility

Human Resources Director is responsible for the central administration of all requests for family and medical leave. The Human Resources Director reserves the right to automatically place an employee on family and medical leave if it is determined that a qualifying event has occurred. The Human Resources Director may retroactively designate the beginning date of FMLA to the beginning date of the employee's absence for the qualifying event.

(5) Approval

An employee shall submit a request for family and medical leave through proper channels to the Department Head who will then forward it to the Human Resources Director for approval. Confidential medical information that accompanies the application can be submitted directly to the Human Resources Director.

(6) Substitution of Paid Leave

An employee utilizing this policy for the placement of a child for adoption or foster care with the employee shall be required to exhaust all accrued vacation, parental, sick, and any other applicable paid leave prior to going on unpaid leave. An employee utilizing this policy for the serious illness of a child, spouse, or parent must exhaust all accrued sick leave, vacation leave, compensatory time off, and any other applicable paid leave prior to going on unpaid leave. If an employee gives birth to a child, sick leave can be utilized until the employee receives a release from the doctor. After being released, the employee may use additional sick leave if permitted in accordance with the sick leave policy. Once all applicable sick leave has been used, the employee shall be required to exhaust all accrued vacation, compensatory time, holiday leave, parental leave, and any other accrued paid leave, prior to going on unpaid leave. An employee utilizing this policy for the employee's own serious health condition shall exhaust all accrued sick leave, vacation leave and personal leave prior to going on unpaid leave. If an employee is off work due to a work-related injury and the employee qualifies for family and medical leave, it will run concurrently with any paid leave. The City reserves the right to count any paid leave that qualifies for family and medical leave toward the twelve (12) or twenty-six (26) weeks allowed under this policy.

If medical leave is requested, the employee may use accrued sick leave. After an employee's accrued sick leave has been exhausted, vacation leave may be used as sick leave upon request of the employee. If family leave is requested, the employee may use paid parental leave, if applicable, compensatory time off, and accrued vacation leave. For the birth of the employee's child and in order to care for the child, the employee may use accrued sick leave.

In the event that the appropriate paid leave is exhausted, the remainder of the family or medical leave period will consist of unpaid leave. Family and Medical leave will run concurrently to accrued sick leave and / or vacation, personal or other leave used for FMLA leave purposes.

(7) Maximum Time Allowed

The maximum amount of family and medical leave available is twelve (12) weeks during a twelve (12) month period even if there is more than one family and medical leave qualifying event. The only exception to the twelve (12) week maximum is the leave to provide care of an injured service member, described below, which allows for an extended FMLA leave of 26 weeks.

(8) Medical Certification

The Human Resources Director may require satisfactory proof of the proper use of medical leave and may disallow the applicability of medical leave in the absence of such proof.

The City requires medical certification from a healthcare provider to support a claim for leave to care for a seriously ill child, spouse, or parent, or for the employee's own serious health condition. Medical certifications must be submitted to the Human Resources Director within fifteen (15) working days. Recertification may also be required every 30 days. An employee will be notified if recertification is required. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. For the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of the position and expected duration. The City does not seek and should not be provided with genetic information. If an employee or applicant's genetic information is inadvertently received by the City; the City will return it to the healthcare provider and not use genetic information for any employment decision or action.

Failure to provide medical certification may result in a delay in the commencement or continuation of the FMLA leave. If a question arises whether an employee on FMLA is utilizing FMLA for reason(s) other than an FMLA-approved illness or injury, the City may take steps to verify the proper use of FMLA leave.

Upon returning to work after leave for the employee's own illness, an employee is required to provide certification to the supervisor that the employee is able to return to regular duties. If the validity of a certification is questioned, the City may require that a second opinion be obtained. If the first and second opinions differ, the City may require a third opinion be obtained. The employee and the City must agree upon a health care provider for the third opinion and this opinion shall be binding on both parties. The City shall bear the expense of second and third opinions.

(9) Return to Work

When an employee returns to work after Family and Medical Leave, the employee shall be restored to the same position or to an equivalent position involving the same or substantially similar duties and responsibilities. An employee will be restored to the same worksite or to a geographically proximate worksite. The employee is also entitled to return to the same shift or an equivalent schedule.

Employees eligible for Family and Medical Leave will generally be returned to their old position or to a position with equal pay, benefits, and other terms and conditions of employment. However, the City cannot guarantee that employees will be returned to their original jobs in all cases. The City will determine whether a position is an equivalent position.

This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an employee's approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or the employee's position is eliminated through a reduction in force, the commitment to return the employee to a position with the City will cease at the time the employee is terminated or the position is eliminated. An employee on medical leave for five (5) consecutive working days or more for the employee's serious health condition, must provide a "Return-to-Work" release from the employee's health care provider before the employee will be permitted to return to work. The "Return-to-Work" release must state that the employee is able to resume work and must specifically reference that employee's job description and specific duties.

The City reserves the right to consult with the employee's health care provider for clarification on "Return to Work" releases or other FMLA documentation provided by the employee. An employee's failure and/or refusal to provide the necessary FMLA documentation and the periodic written updates as to the employee's FMLA status, as required by the FMLA and the City's policies, shall subject the employee to the possible cancellation of the leave, and other disciplinary action up to and including termination.

(10) Failure to Return to Work

Employees who do not return to work after using all Family or Medical Leave will be subject to disciplinary action up to and including termination unless additional leave has been requested, in writing, and approved by the City in accordance with the City's policies. Employees should submit a written request for an extension of leave to the Department Director. This written request should be made as soon as the employee knows that they will not be able to return to work on the originally declared return date.

(11) Continuation of Health Coverage Benefits

While utilizing unpaid Family and Medical Leave, an employee's health coverage benefits will continue without interruption as long as the employee pays their portion of the health coverage premiums. Health coverage premiums can be deducted from the paycheck before the leave begins, or during the leave, if the employee continues to receive pay (pre-tax), bi-weekly. While on unpaid FMLA, the City will continue to pay its portions of the premiums during the duration of the FMLA.

(12) Intermittent Leave

When medically necessary, an employee may take Family and Medical Leave on an intermittent basis or work a reduced schedule. Arrangements should be made with the employee's immediate supervisor so that the operations of the department are not unduly disrupted. An employee taking intermittent leave or leave on a reduced schedule may be temporarily assigned to an alternative position with equivalent pay and benefits if it better accommodates the needs of the department.

Employees are not entitled to take family leave intermittently or on a reduced leave schedule unless approved by their Department Director and the Human Resources Director.

(13) Holidays

Holidays will be paid in accordance with the Holidays policy. City holidays will not be counted as part of the twelve (12) or twenty-six (26) weeks of Family and Medical Leave, whether the employee is on paid or unpaid leave.

(14) Texas Municipal Retirement System (TMRS)

Employee contributions to TMRS may be made on a voluntary basis through a special arrangement with the City while an employee is on leave without pay status. It is the employee's responsibility to initiate such an arrangement by timely contacting the City's Human Resources Director and completing the necessary paperwork. This arrangement is subject to approval by the City and TMRS.

(15) Recordkeeping

Family medical leave time will be tracked on an hourly basis for payroll and compliance purposes. To determine entitlement for employees who work variable

hours, the minimum hours required for eligibility is calculated on a pro-rata or proportional basis by averaging the weekly hours worked during the twelve (12) weeks prior to the start of family and medical leave.

(16) Military Family Leave Entitlement

Military Qualifying Exigency Leave: Employees who are otherwise eligible for FMLA and have a spouse, child, or parent on covered active duty (deployed to a foreign country) or called to covered active duty status in the National Guard or Reserves (deployment to a foreign country or in support of a contingency operation) may use their 12-week unpaid, job-protected leave to address certain qualifying exigencies including eligible: short-notice deployments; attendance at military events and related activities; childcare and school activities; addressing financial and legal arrangements; attending counseling sessions; attending post-deployment activities; up to 15 days of rest and recuperation; and parental care.

Military Caregiver Leave: Employees who are the spouse, parent, child, or next of kin of a service member who incurred a serious injury or illness while on active duty in the Armed Forces and is undergoing medical treatment, recuperation, or therapy, may take up to 26 weeks of leave to care for the injured service member in a single 12-month period. The covered service member must be a current member or eligible veteran of the Armed Forces (including a member of the National Guard or Reserves) with a serious injury or illness incurred in, or aggravated by, service in the line of duty on active duty that may render the service member medically unfit to perform their duties.

SECTION 6: WORKPLACE CONDUCT

6.01 Standard Work Period

The 7-day work period begins each Monday at 12:01 a.m. and ends each following Sunday at 12:00 a.m.

6.02 Business Hours

Normal business hours are 8:00 am to 5:00 pm.

6.03 Place of Business

The normal place of business for City employees is the City Hall, except that, certain employees have an alternate place of business as assigned by their supervisor or department head, including but not limited to the Dripping Springs Ranch Park, Ranch House, Development Services, and South Regional Wastewater Treatment Plant. Other work locations may be designated by the Mayor, City Administrator, or Department Head at their discretion.

6.04 Telecommuting

- (a) Introduction: The ability to work remotely at the City of Dripping Springs is role-based. Some, but not all job positions, allow for telecommuting. The City Administrator, at the Administrator's discretion, may provide certain employees with the option to work remotely at an offsite location, including the employee's personal residence, if the employee meets the eligibility criteria, expectations, and responsibilities outlined in this Policy. Ultimately, working remotely is a voluntary privilege, not a right nor a term of employment.
- (b) Scope: This Policy applies to all City of Dripping Springs Employees and is to be implemented by the Human Resources Director. Direct Supervisors, Directors, or Deputy City Administrators may request exceptions from the policy from the City Administrator for themselves or for an employee.
- (c) Purpose and Objectives: The City of Drippings Springs Telecommuting Policy is intended to provide employees general expectations and criteria they must meet to telework. This Policy also provides the requirements for Direct Supervisors to monitor employee performance and ensure productivity.

The City's Telecommuting Policy objectives are to:

- (1) Improve overall productivity of the city.
- (2) Increase employee productivity.
- (3) Make optimal use of City facilities and equipment.
- (4) Improve employee recruitment and retention.

- (d) General Expectations and Eligibility Criteria: Teleworking is optional and employees can choose to stop working from a telecommuting location and return to the office at any time. To be eligible to telecommute, employees must have completed at least 90 days of continuous employment with the City including a satisfactory 90-day review prior to applying for telecommuting. Regardless of whether the work site is an official City office or a telecommuting location, all employees must adhere to the policies outlined in the City's Personnel Manual, including those related to the use of technology.

Employees are responsible for maintaining the confidentiality of all work and minimizing distractions at the work site. If the expected levels of productivity, quality, and performance are not maintained, the City Administrator may revoke the Telecommute Agreement, and the City also reserves the right to terminate the Employee's participation in Teleworking at any time.

Eligibility Criteria:

- (1) All Employees must be appropriately trained on City equipment and programs and be working productively to be considered for telecommuting.
- (2) All employees must comply with all their requirements as defined by their Job Description.
- (3) Employees must agree and adhere to all City policies and procedures defined in the

Personnel Manual, including properly maintaining government records and wearing appropriate attire for online meetings, just as they do in a City office location.

- (4) Employees are responsible for promptly updating the Telecommute Agreement to reflect any changes.
- (5) The Telecommute Agreement may be revoked or amended by the employee's Direct Supervisor, Deputy City Administrator, or City Administrator. Reasons for revocation include, but are not limited to, performance issues, change in job responsibilities, or job duties can no longer be performed remotely.
- (6) In the event the employee fails to meet all requirements in the Telecommute Agreement, or when it is in the City's best interest, the employee will be required to report back to work at a City office location.
- (7) The workspace the employee will be using when working remotely must be free of any hazards and conducive to working productively, not interfere with assigned job responsibilities, (such as communicating orally with coworkers and the public), and allow work to be performed while maintaining confidentiality.
- (e) Employee Responsibilities: Direct Supervisors will monitor productivity and effectiveness and raise concerns as soon as possible, implement adjustments, and reassess or notify the employee to return to their regularly designated City office location should telecommuting prove ineffective for that employee or position.

Employees must:

- (1) Maintain a level of productivity when telecommuting that is equal to or higher than when working in the office.
- (2) Maintain regular contact with their Direct Supervisor during the employee's regular working hours.
- (3) Use City issued computer equipment with appropriate VPN access to stay logged into the City's network during regular working hours.
- (4) Monitor City Issued cellphone or communications equipment regularly during regular working hours.
- (5) Protect any confidential information accessed from view by other individuals present when telecommuting.
- (6) Be prepared to return to the regularly designated City office location as directed after notification by the City Administrator.
- (7) Follow any other requirements specific to the employee's position as communicated by the employee's Direct Supervisor and/or Deputy City Administrator and City Administrator.
- (8) Limit personal incidental use of City technology according to the City Technology Use policy and Acceptable Use Policy.
- (9) Ensure distractions are kept to a minimum while teleworking and do not interfere with job duties and responsibilities. This includes ensuring appropriate dependent care, personal responsibilities are managed, limiting background noise, preventing interruptions, etc.
- (10) Notify their Direct Supervisor immediately of any situation which interferes with their ability to perform their duties.

(f) Remote Work Location: The Employee's primary remote work site must be documented in the City of Dripping Springs Telecommute Agreement Form. Employees must work at their regularly designated City office location or other approved location when not at the remote work site.

(g) Employee Work Hours and Days:

(1) Telecommuting does not change the amount of time an employee is expected to work.

(2) Direct Supervisors or Deputy City Administrators must ensure each department has adequate in-person coverage for effective handling of the business needs of the City at office locations during the normal business hours, which are Monday through Friday from 8:00am to 5:00pm.

(3) An employee will be approved to telecommute on specific days only. Specific telecommuting days must be agreed upon by the City Administrator and the employee's Direct Supervisor and must stay consistent. Any changes to these days must receive City Administrator approval. Holidays do not change approved telecommute days.

(4) The number of days permitted to telecommute may range from none to a maximum of two (2) days per week depending on work responsibilities and assignments.

(5) Unless the employee is approved for an alternate work schedule, telecommuting work hours must be within the City's normal business hours of 8am to 5pm.

(6) A telecommuting employee should be prepared to report to the designated City office location as directed by the City Administrator. Examples of when an employee could be required to report in person include, but are not limited to, training, staff meetings, special projects, City events, and in-person interaction with coworkers and the public.

(7) If vacation, compensatory or sick days are taken in a week, operations need to be considered whether or not remote day or days should be skipped.

(8) Telecommuting does not include approve off-site activities including training, emergency management activities, travel within the City due to normal job duties, or other activities that require an employee be off-site due to City needs.

(h) Telecommuting Employee Availability Requirements:

(1) Telecommuting Employees must be available for communication just as promptly as they would if they are working at their regularly designated City office location. This includes using email, Microsoft Teams, Ring Central, or City issued cellphone.

(2) Telecommuting Employees must provide internet connectivity at their own expense.

(3) Telecommuting Employees must attend all required virtual meetings, conference calls, and video chats.

(4) Telecommuting Employees may be required to use the web camera on their City-issued laptop for video calls when directed by their Direct Supervisor, Deputy City Administrator, or City Administrator.

(5) Telecommuting Employees must attend in-person meetings when directed by their Direct Supervisor, their Deputy City Administrator, or City Administrator.

(i) Work Assignments and Productivity Measurements:

- (1) Employees must be at least as productive when working remotely as they would be at their designated City office location.
 - (2) Employees must comply with all requirements in the Job Description, Personnel Manual, and any Direct Supervisor direction.
 - (3) Direct Supervisors will provide assignments and establish productivity standards just as they would if the employee were working at their regularly designated City office location. Deputy City Administrators or City Administrator may delegate work assignments and productivity measures to subordinate levels of management.
 - (4) Work quality must not suffer due to the employee's remote work location.
 - (5) Direct Supervisors will evaluate work completed by the employee to ensure timely completion of work.
 - (6) The Direct Supervisor will address decreased work productivity by the employee.
 - (7) The Direct Supervisor will review the employees' telework schedule annually in coordination with their annual Employee Performance Evaluation.
 - (8) Any deviation from the standards set for each above item could result in a loss of approval for teleworking.
- (j) Use of Leave: The City of Dripping Springs policies and procedures for using leave must be followed by telecommuting employees in the same manner as when working at their regularly designated City office location. If an employee is sick while telecommuting, the employee must report hours worked and use sick leave for hours not worked. If an employee becomes otherwise engaged during the employee's work hours, the employee must report hours worked and use other appropriate paid leave for hours not worked. An employee may not work remotely two consecutive business days. In addition, if an employee has time off scheduled in the same week as a scheduled remote day, the employee shall coordinate their remote work so that the employee does not miss in office time on two full consecutive business days.
- (k) Equipment, Software, and Supplies: The City of Dripping Springs will only provide necessary hardware and software for telecommuting employees to perform their job. Employees must follow all City computer security policies in the Personnel Manual and any other computer security policies, user acknowledgments, or licenses applicable to certain applications, programs, or systems. The Employee is responsible for protecting all City-owned equipment from theft, access, tampering, and other physical hazards. If equipment is stolen, damaged, or destroyed, the employee shall notify the City Administrator in writing immediately.

Use of internet and wireless connections should be carefully monitored to ensure security of city resources and information. Use of Technology may only done in compliance with Section 7.07 Acceptable Use Policy. Questions related to the security of networks may be directed to the IT Director.

Employees should obtain needed work supplies from the designated locations during in-office workdays. Employees will not be reimbursed for materials and supplies they purchase unless preapproved by their Direct Supervisor.

The City is not responsible or liable for:

- (1) Damages to an employee's real or personal property.
- (2) Operating costs, including cable or internet charges, home maintenance, personal telephone lines, private insurance, or any other incidental costs associated with telecommuting or the Employee's remote worksite.
- (3) Any injuries or property damage to personal vehicle while commuting between remote work location(s) and city work locations.
- (1) Telecommuting Requests: Employees who wish to telecommute must discuss their interest with their Direct Supervisor and submit a request for approval by completing the City of Dripping Springs Telecommute Agreement Form. The Direct Supervisor shall forward the Form to the Human Resources Director if the Direct Supervisor supports the request.

The Human Resources Director will:

- (1) Evaluate the employee's assignment to ensure compliance with the Telework policy and established criteria.
- (2) Determine what the impact would be on the City if the employee were approved to telecommute.
- (3) Evaluate whether the work history of the employee reflects an ability to work effectively in an independent capacity and an ability to comply with all telecommuting policies.
- (4) Make a recommendation for approval or disapproval and discuss if needed with the chain of command.
- (5) Route approved and denied requests to the City Administrator for final approval.

The City Administrator may choose to consider exceptions to the policy in certain circumstances, including situational telecommuting or emergency teleworking.

- ~~(a) Employees may be allowed to occasionally work from remote locations, with the prior consent of the Mayor or City Administrator as an additional benefit to the employee. The City Administrator may also designate certain employees for regular telecommuting schedules. A telecommuting schedule is a privilege. The request to telecommute is not guaranteed for any employee and may be modified, restricted, or removed at any time by the City Administrator or Mayor.~~

~~All telecommuting employees shall make themselves available on a set schedule including being available at their city owned cellphone during work hours, if any, or having their phone extension forwarded to their cellphone while telecommuting. The employee shall also maintain access to electronic mail at all times while telecommuting. Employee shall be available for virtual meetings while telecommuting. Any employee who is unable to maintain phone, electronic mail access, and for virtual meetings during their telecommuting time shall not be eligible for telecommuting and may also be required to take leave if they are unavailable during their work hours for any reason. Telecommuting is not to be used in lieu of paid or unpaid leave.~~

~~Considerations for telecommuting shall include: (1) department availability at City Hall;~~

~~(2) availability of telecommuting employee; (3) productivity of telecommuting employee; and (4) in person meeting requirements for telecommuting employee. Each employee is required to notify the employee's supervisor immediately if any situation arises that will affect the employee's ability to work while telecommuting.~~

~~Any telecommuting employee shall develop a written plan with the employee's supervisor upon request for telecommuting. Quarterly review of each telecommuting employee's performance while telecommuting will be done upon approval of the employee's telecommuting plan.~~

6.05 Accidents & Safety

All accidents and incidents shall be promptly reported to the City Administrator and Human Resources Director, when appropriate, investigated, reviewed, and analyzed to identify contributing factors and causes to prevent recurrence. The City may provide written policy guidance on safety measures for specific positions and/or equipment. Each accident or incident shall be documented in writing with an incident report. Workers compensation procedures should be followed as appropriate.

6.06 Professional Appearance

All employees are required to wear appropriate attire while on-duty and/or at City Hall, Dripping Springs Ranch Park, Development Services, Ranch House, the Wastewater Treatment Plant, and at other city parks and facilities. Department heads may require that certain staff wear City of Dripping Springs clothing or other specialized apparel. If this is required, the City will provide access to such clothing. Please see the Uniform Policy for additional information. Employees are also required to engage in routine grooming and hygiene practices that are conducive to the workplace. Hair, jewelry, and wardrobe choices must be appropriate for the employee's interactions with members of the public and suitable to satisfy the City's legitimate job safety concerns.

6.07 Privacy

Employees shall have no reasonable expectation of privacy in their workspaces or on their computers. All City computers, phones, offices, lockers, cabinets, vehicles, and furnishings are subject to use and search by other City officials and employees.

6.08 Smoking

All City buildings and facilities are non-smoking areas.

6.09 Pets

Pets are not permitted in City office facilities. This restriction includes City common areas, meeting rooms, and individual offices. Facilities include Development Services, Dripping Springs Ranch Park, City Hall, Wastewater Treatment Plants and other indoor city office facilities. This prohibition is applicable to all City employees, contractors, and visitors.

Limited exceptions may be made under specific circumstances:

Service Animals

(a) Service Animals that are required for an employee's disability, in accordance with the Americans with Disabilities Act and applicable laws. Employees are encouraged to notify the Human Resources Director in advance if accompanied by a service animal to facilitate any necessary accommodation.

City Events

(b) Pets may be permitted at City-Sponsored events held at the workplace, subject to prior approval from the City Administrator and adherence to specific guidelines provided for the event.

Public Parks

Pets are allowed at public parks subject to park rules.

Approval from the City Administrator is required for any other exceptions.

6.10 Drug/Alcohol-Free Workplace

(a) No employee may consume, or be under the influence of, alcohol or illegal drugs while at City facilities or on duty, unless at an event at a City facility while off duty. Exceptions include medication prescribed by a licensed physician when used as prescribed.

(b) No employee may manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance on City property or while on duty.

(c) All City buildings and facilities are to remain drug and alcohol free except where a rental of a city facility or park is entered into and adequate insurance is provided. The Mayor and/or City Council may allow certain exceptions for alcohol served at specified official social functions.

(d) Post-accident testing may be conducted following any accident in which violations of safety procedures occur, resulting in either property damage or personal injury caused by an employee. Post-accident testing may be conducted following any accident involving personal injury and the operation of a City vehicle or heavy machinery if evidence exists that the employee caused the accident. Individuals to be tested in a post-accident situation shall include any individual directly involved in an accident whose order, action, or failure to act is determined to be, or cannot be ruled out as, a causative factor in the events leading to or causing such accident.

(e) Commercial Driver Employees and Applicants

(1) Employees

(A) As required by federal law and for the purposes of this Policy, the term "commercial driver" includes any employee who operates or may be required to operate a commercial motor vehicle requiring a commercial driver's license as defined by 49 C.F.R. § 383.23. This includes temporary, part-time,

probationary, and regular employees who operate a commercial motor vehicle only occasionally, intermittently or during an emergency.

- (B) All Commercial Driver employees will be subject to alcohol and drug testing. All employees who apply for transfer to a position, which requires or could require that the employee operate a commercial motor vehicle will be subject to preemployment testing before being transferred.

(2) Applicants

All applicants who apply for positions which require or could require operation of a commercial motor vehicle will be subject to pre-employment alcohol and drug testing. Employee applicants who are not otherwise covered by this Policy who apply for or are to be promoted or are transferred or assigned into a position which requires operation of a commercial motor vehicle will be subject to pre-employment testing the same as any other applicant.

(3) Prohibitions

Each covered employee is required to comply with the provisions of federal law, which include the following prohibitions:

- (A) No commercial driver shall report for duty or remain on duty to perform a safety- sensitive function while having an alcohol concentration of 0.04 or greater.
- (B) No commercial driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol or any product containing alcohol.
- (C) No commercial driver shall use alcohol while performing safety-sensitive functions.
- (D) No commercial driver shall perform safety-sensitive functions within four hours after using alcohol, regardless of the driver's actual alcohol concentration.
- (E) No commercial driver shall refuse to submit to any alcohol or controlled substance test required under the law.
- (F) (G) No commercial driver shall report for duty or remain on duty to perform a safety- sensitive function if the driver uses any controlled substances, except when the controlled substance is used pursuant to the instructions of a physician and the physician has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- (G) (H) No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- (H) Each driver shall report the use of any medication that may affect their ability to perform commercial driving.
- (I) Each driver who parks any vehicle, city or personal, shall only park in designated parking spaces unless loading or unloading.

6.11 Violence & Weapons

- (a) The City is committed to maintaining a workplace free from threats and acts of

intimidation and violence. All reported incidents will be investigated. Any act of intimidation, threat of violence, or act of violence committed against any person on City property or while performing City business is prohibited. "Intimidation" includes any physical or verbal act toward another person, the result of which is that the person reasonably fears for the person's safety or the safety of others. A "threat of violence" is a physical or verbal act which threatens bodily harm to another person or damage to the property of another. An "act of violence" is any physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

- (b) No person shall possess or have control of any firearm, deadly weapon, or prohibited knife while in City Hall, City vehicle or designated City office, except as required in the lawful course of business or as authorized by law enforcement. Except that, an employee may keep a firearm locked in his or her vehicle in the parking areas of the city.
- (c) Any City employee who is the subject of, or a witness to, a suspected violation of this standard should report the violation to a supervisor or person in authority who is not involved in the conduct. Any supervisor or person in authority who receives a report of a suspected violation of this standard shall document the incident and notify an appropriate City official. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to law enforcement. Sexual violence is also criminal conduct and shall be immediately reported.
- (d) Any City employee found to be in violation of this standard may be subject to criminal prosecution as well as discipline up to and including dismissal.

6.12 Supplemental Employment

No full-time or part-time, regular employee may engage in outside employment without the written consent of the Mayor or City Administrator. No equipment or supplies belonging to the City may be used by employees for supplemental employment. An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or adversely affect the employee's performance in City service. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from City service.

6.13 Political Activity

- (a) When on duty or in City uniform, an employee of the City may not engage in any political activity relating to a campaign for any elective public office. No employee of the City shall, while on duty or in uniform, make, solicit, or receive any contribution to the campaign funds of any party, interest group or candidate for use in any City election. No employee shall participate in any political activity or campaign for, or with respect to, any candidate in a City Election, including on social media. No city employee will be disciplined for running for city or other office but may be forced to resign if elected, pursuant to state office holding laws. When not on duty and not in a uniform of the City, an employee may engage in political activity respective to governments and entities

other than the City. An employee may not use the fact of their City employment to solicit campaign contributions for a candidate.

- (b) An employee who is considering becoming a candidate for mayor or city council is hereby informed that election to such office would constitute a resignation from the City service on the day the individual, if elected, takes the oath of office. An employee is encouraged to advise the Mayor in writing prior to announcing candidacy for election or appointment to any public office.

6.14 Telephone Usage

City telephones are primarily for use in conducting City business. Personal calls shall be limited so as not to interfere with City business.

6.15 Media Relations

All media inquiries shall be directed to the People & Communications Director who will coordinate responses. The officially-designated spokespersons for the City are the Mayor, City Administrator, Deputy City Administrators, People & Communications Director, and City Attorney. Other city officials or employees may be authorized or designated to communicate with the media on the City's behalf by the Mayor, City Council, City Administrator or People & Communications Director.

6.16 Privacy

Employees do not have a reasonable expectation of privacy in storage devices provided by the City or located on City property, including but not limited to offices, desks, toolboxes, vehicles, and closets.

6.17 Performance Evaluation

The work performance of each permanent employee shall be evaluated annually. Evaluations for employees on probation shall be conducted upon completion of the probationary period of 90 days. Additional evaluations may be conducted if warranted, as determined by the City Administrator. Evaluations shall be recorded in writing on forms approved by the City Administrator. A copy of such evaluation shall be provided to the employee to whom they relate, and a duplicate copy shall be provided to the Human Resources Director for placement in the employee's permanent personnel file.

6.18 Supervisors

Each employee's direct supervisor shall be set by the ordinances, job descriptions, and contracts adopted by the city council. Authority to terminate resides with the City Administrator unless the employee is hired by City Council pursuant to state law or this Manual. The city council is the final termination authority for City Administrator, Deputy City Administrators, City Secretary, City Attorney, Parks and Community Services Director, City Treasurer/Finance Director, Maintenance Director, People & Communications Director, Human Resources Director, Building Official, Director of Emergency Preparedness and Homeland Security, and others designated by City Council. The City Administrator, in consultation with the employee's supervisor and the City

Attorney, and Human Resources Director, is the final termination authority for all other employees unless otherwise designated by state law or city council. Employees who are terminated may appeal their termination in the same manner as other grievances as described in Section 12.03.

6.19 Ethical Considerations

All City employees have a responsibility to the people of Dripping Springs in the performance of your official duties. Every employee should act fairly and honestly and should avoid conflicts of interest and creating the appearance of impropriety.

A City employee should not:

- (a) divulge confidential City information to unauthorized persons;
- (b) accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- (c) accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- (d) accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- (e) make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- (f) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

Violation of these ethical guidelines is grounds for disciplinary action, up to and including termination.

6.20 Nursing Mother Breaks

- (a) The City of Dripping Springs supports the practice of expressing breast milk by employees;
- (b) The City shall make reasonable accommodations for the needs of employees who express breast milk including:
 - (1) providing a reasonable amount of break time for an employee to express breast milk each time the employee has the need to express the milk;
 - (2) providing a place, other than a bathroom, that is shielded from view and free from

intrusion where the employee can express breast milk;

- (c) The City will not discipline or discriminate against an employee because the employee has used her right to express breast milk under this policy.
- (d) Any employee wishing to use this break time and area needs to inform the City as soon as possible so the City may make adequate reasonable accommodations.

6.21 Key Control Policy

Each employee employed shall be given access through a key system subject to a Key Control Policy adopted by the City and enforced by the City Administrator.

Each employee who is given a key shall be required to sign a Key Control Policy and:

- (1) shall not give or loan the key to others;
- (2) shall not make any attempts to copy, alter, duplicate, or reproduce the key;
- (3) shall use the key for authorized purposes only;
- (4) shall safeguard and store the key securely;
- (5) shall immediately report any lost or stolen keys; and
- (6) shall produce or surrender the key upon official request.

If a key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks and keys affected may be assessed to the employee. Misuse of City Equipment including City keys may result in discipline up to and including discharge pursuant to Section 12.02 of this Personnel Manual. Additional requirements related to Key Control may be approved and enforced by the City Administrator or Mayor. The Key Control Policy shall be attached to this Manual as Attachment “B”.

6.22 City Hall and Facility Closure Policy

- (a) The City Administrator shall determine when City Hall or other City facility is closed due to inclement weather, natural disaster, or other health or safety threat pursuant to city policy. The decision will be based on consultation with the Mayor, the Director of Emergency Preparedness and Homeland Security, and Hays County.
- (b) The City Administrator shall determine which Parks are closed due to inclement weather, natural disaster, or other health and safety threat. The decision will be based on consultation with the Parks and Community Services Director, Dripping Springs Ranch Park Event Center Manager, the Mayor, the Director of Emergency Preparedness and Homeland Security, and Hays County.
- (c) Unless an employee is personally notified by the employee’s supervisor, or their designee, the employee is required to work remotely or that the employee is not to report to the employee’s designated work site, an employee is expected to report to work. Each Department Head will determine whether employees in each Department shall be required to report to work. Any Employee who is not released from work by their supervisor or designee, shall report to work. Those who are released from work are required to work remotely if feasible. The City Administrator or Supervisor may

assign specific duties that may be performed from home. Any hours worked during a closure shall be treated as regular hours worked. Any Employee who is released from work during their normal work schedule may be eligible for paid leave under the Administrative Leave Policy. Administrative paid leave given during a full or partial city closure will solely be used to make up any time an Employee could not work due to the city closure. (For example, if an Employee is released from work for an eight-hour day, but works four hours at home, that Employee shall be paid for a regular eight-hour day, four hours actually work and four hours administrative paid time off if approved).

- (d) In the event inclement weather, natural disaster, or other health or safety threat makes travel to work from home unsafe or impossible for an Employee, absence from work will be considered an excused absence if the Employee provides the required notification to the Employee's Supervisor or Department Head. Work from home will be considered hours worked and shall not be deducted from paid time off. The Employee may apply for administrative leave, with or without pay, or may use vacation time or compensatory time off if Employee has accrued compensatory time off. If additional time is needed for a commute due to inclement weather, natural disaster, or other health or safety threat, the additional time may be considered hours worked if approved by the City Administrator.

6.23 General Conduct

(a) The attitude and conduct of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City. This includes providing courteous and respectful service to the public and to city employees.

(b) Attendance is an essential function of each position at the City of Dripping Springs. Unsatisfactory attendance is not allowed. It is exemplified by, but not limited to the following violations:

- (1) unexcused absence or tardiness;
- (2) failure to give notice of an absence or tardiness to the supervisor at least two (2) hours before starting time, or such other time as designated in a written policy established by the department head/director when possible;
- (3) failure to return to work after any authorized leave of absence;
- (4) absence or tardiness that causes significant curtailment or disruption of service without sufficient justification; or
- (5) leaving working prior to the end of your work day unless authorized by your supervisor.

6.24 Use of City Vehicles

(a) City vehicles are furnished for official city business and may not be used for personal use unless approved by their Department Head or City Administrator, or their designee.

(b) The misuse of city vehicles/equipment shall be considered a serious offense subject to corrective action up to and including dismissal.

(c) All employees authorized to operate city vehicles and motorized equipment are

covered by this section.

- (d) City Administration is responsible for conducting Motor Vehicle Records (MVR) checks on all current employees who drive city vehicles or may operate a personal vehicle for official city business. The purpose of this check is to verify they have a valid State of Texas driver license without restrictions and are insurable under the city's motor vehicle insurance policy. Annual verification of drivers license for employees who drive as part of their employment shall be required.

(e) Accident Reporting.

- (1) The operator of a city vehicle or personal vehicle on official city business shall take the following actions when involved in an accident:

- (A) Render aid if possible and necessary.
- (B) Call Law Enforcement.
- (C) Make a record of the make, model, and license number of vehicles involved.
- (D) When possible, take pictures of the vehicles and license plates of the involved vehicles as well as the area of the accident. Complete a vehicle/equipment damage report.
- (E) Be courteous, but do not make or sign statements for anyone except the police.
- (F) Do not offer promises on behalf of the city.
- (G) Notify your supervisor as soon as possible.

- (f) An employee of the city involved as a driver of the city vehicle or personal vehicle on official city business involved in a preventable accident may be required to undergo a driving evaluation.

(g) Operations.

- (1) It is the employee's responsibility to ensure that they possess and maintain a current, valid, and appropriate operator license for the type of vehicle or equipment being operated.
- (2) It is a violation for a city employee to violate the rules of the road, speed limits, traffic requirements, or any parking requirements while driving a city vehicle or driving a personal vehicle on city business.
- (3) Employees are responsible for reporting the routine condition and maintenance of assigned vehicles or equipment. All employees with knowledge of a defect in a city vehicle or equipment must make a written report of the defect to the Maintenance Director prior to operating the vehicle or equipment, or upon becoming aware of the defect.
- (4) Employees who know a defect exists in a vehicle or equipment that affects the safety of its operation must take the vehicle out of service and not operate the vehicle or equipment until it is properly placed back in service by the designated member.
- (5) Employees must inform their supervisor when they are involved in a vehicular accident, convicted of a moving violation, DWI, DUI, or any other crime on or off the job that would impact the employee's ability to operate a city-owned vehicle or equipment.
- (6) An employee must notify their supervisor immediately whenever their driver license/CDL is temporarily or permanently suspended.

- (7) Should a driver receive a traffic citation while operating a city vehicle or a personal vehicle on city business, they must notify their supervisor within 24 hours, excluding holidays and weekends.
- (8) An employee, who, as an operator of a city or personal vehicle or equipment, experiences a number of preventable accidents or is found to have an excessive number of moving or parking violations, may be subject to an evaluation of their ability to continue driving for the city and may be permanently prohibited from operating vehicles or equipment for official city business.
- (9) Involvement in a preventable accident may be considered an offense requiring corrective action.
- (10) The need for corrective action, and its extent, will be based on the driving requirements, driving record, accident-causing factors, frequency of accidents, and the driver's negligence.
- (11) Drivers found to be driving city vehicles, or personal vehicles on city-related business, under the influence of alcohol, controlled substances, or illegal drugs will be subject to immediate dismissal.

6.25 In-City Training

The City provides in-house training opportunities to its staff in order to educate employees on important topics and follow state and federal law requirements. Cybersecurity and FEMA safety training is required for all new employees and on an annual basis. In addition, training on harassment and ethics rules will be required annually. Open government, fraud and other training will be required as applicable.

SECTION 7: TECHNOLOGY USE POLICY

7.01 No Right to Use City Computers or Phones

Use of City computers to access the internet or electronic mail (i.e., “email”) is a privilege not a right. The City provides computers and internet / email access for the express purpose of conducting City business and performing municipal tasks.

7.02 Primary Purpose

City computers and phones, including city-issued mobile phones and radios, are to be used primarily for conducting City business. City technology is not intended to be used for conducting personal business. Incidental and infrequent personal use of City technology and City internet / email access is allowable provided that it does not hinder or interfere with conducting City business. Limited personal use of City internet or personal email accounts is best conducted while on break.

7.03 No Privacy Expectation

City officers and employees have no reasonable expectation of privacy on City computers, phones, radios, internet, or email. The City has the right to view and inspect all City computers, phones, and radios including information accessed, downloaded, viewed, sent, or received over the internet or by email. Much of the information generated by or stored on City technology or obtained through City internet or email access is public information

that is required to be catalogued under the Texas Records Retention Act, and subject to mandatory disclosure under the Texas Public Information Act, or other law. Use of City computers, phones, radios, and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon.

7.04 City Email Accounts

All City employees are required to use their City-issued email accounts to conduct City business. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message. If an employee receives a city email at a private email address, the employee should immediately forward the email to his or her city email address for storage.

7.05 Prohibitions

No officer or employee may:

- (a)** Download any software or program onto City computers or phones without the express written authorization of the City Administrator and city IT Director. No employee may have TikTok on any city device including computers, tablets, and mobile phones.
- (b)** Use City computers, phones, radios, City-funded internet / email accounts, or any other communication device on which City business occurs or is funded by the City:
 - (1) in a manner that neglects the officer or employee's assigned duties or interferes in City operations;
 - (2) to participate in on-line chat rooms, unless those chat rooms are sponsored by legitimate professional organizations relevant to municipal government, and such participation is approved in advance by the Mayor or City Administrator;
 - (3) to invite an employee on a date or make sexual propositions of employees;
 - (4) to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, sex, age, or marital status;
 - (5) to send or distribute off-color jokes, articles or stories that are lewd and that a reasonable person would find to be offensive;
 - (6) to send or distribute worms, malware, or viruses;
 - (7) to send threatening messages to any other person or institution;
 - (8) use City computers or City-funded internet / email accounts to view, download, or distribute pornographic material, including obscene images or text;
 - (9) to disclose, release, or otherwise transmit confidential or privileged information belonging to the City without the express permission of the Mayor or City Administrator;
 - (10) to store personal information (i.e., that information not directly related to City business). Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts;
 - (11) to delete or remove programs installed by the City or delete data prepared by or for the City that is related to City business;

- (12) to operate a private business, do work for another employer, or conduct political campaigns. This prohibition does not apply to the preparation and generation of election notices and related documents required by law; or
- (13) to violate another person's privacy, perform an illicit act, or commit a crime.

7.06 Duty to Report

Officers and employees shall report Violations of this Technology Use Policy to the Mayor or City Administrator. Officers and employees who have received a worm, virus, or phishing or social engineering email or text must immediately notify the City Administrator, city IT Director, or the City's Information Technology Consultant. The City Administrator may suspend or revoke an employee's internet or email access privilege for violation of this Policy. Violation of this Policy is basis for disciplinary action, up to and including termination. The unauthorized disclosure of confidential or privileged information belonging to the City is basis for disciplinary action, up to and including termination, and may be punishable as a criminal misdemeanor.

7.07 Acceptable Use Policy

- (a) Purpose: The purpose of this Acceptable Use Policy (AUP) is to protect the integrity, confidentiality, and availability of City of Dripping Springs systems, data, and networks by establishing guidelines for acceptable use of internet and network resources, including the use of Wi-Fi connections.
- (b) Scope: This policy applies to all employees, contractors, consultants, temporary staff, interns, and any other authorized users (hereafter referred to as "users") who access systems, applications, or data using any device, whether owned by the organization or personally owned.
- (c) Policy Statement: To safeguard sensitive data and maintain the highest level of cybersecurity, users must not connect to or access City systems or data via public or unsecured Wi-Fi networks. This includes, but is not limited to:
 - (1) Free Wi-Fi offered by coffee shops, restaurants, or cafes
 - (2) Airport or airline Wi-Fi services
 - (3) Hotel or lodging-provided Wi-Fi networks
 - (4) Any Wi-Fi network not encrypted with WPA2/WPA3 and not under the direct control of the user or the organization
- (d) Acceptable Network Access: Users are only permitted to access City systems and data using:
 - (1) Organization-provided networks (wired or wireless)
 - (2) Secure, encrypted home networks
 - (3) Personal mobile hotspots with WPA2/WPA3 encryption
 - (4) Corporate VPN connections over trusted networks
- (e) Prohibited Use: Users are strictly prohibited from:
 - (1) Connecting to public or open Wi-Fi networks when accessing, transmitting, or handling organizational data
 - (2) Disabling or circumventing security measures such as VPNs or firewalls while connected to a Wi-Fi network
 - (3) Using any network that does not provide end-to-end encryption and is not configured in accordance with organizational security standards
- (f) Enforcement: Violation of this policy may result in disciplinary action under the

Personnel Manual. City of Dripping Springs reserves the right to monitor and audit network activity to ensure compliance.
(g) Exceptions: Exceptions to this policy must be approved in writing by the City Administrator in consultation with the IT Director. Approved exceptions must include appropriate risk mitigation measures, such as the mandatory use of VPN and endpoint encryption.

SECTION 8: SOCIAL MEDIA POLICY

8.01 Introduction

Given the multitude of concerns (legal, political, and ethical) raised by social networking (Facebook, Instagram, Snapchat, LinkedIn, TikTok, Twitter, etc.) this Social Media Policy (“Policy”) establishes prudent and acceptable practices regarding City of Dripping Springs officials and employees (personnel) use of the internet.

8.02 Purpose

The City has a legitimate government interest in effective, efficient, and consistent communications with the public. The City also strives to have a productive workplace. While the City encourages its personnel to enjoy and make good use of their off-duty time, certain activities on the part of its personnel may become a problem if such activities could: impair the work of any City official or employee; create a harassing, demeaning, or hostile work environment; or

(a) disrupt the smooth and orderly flow of work; or harm the goodwill and reputation of the City among its citizens or in the community.

For these reasons, the City reminds its personnel that the following guidelines apply in their use of social media, while both on and off duty.

8.03 Disclaimer

(a) Under this Policy, the City disavows, and is not responsible for any sites, posts, opinions, or content not coordinated through and approved by the City Administrator or People & Communications Director.

(b) If City personnel posts data purporting to be on behalf of the City while using a social media site without the prior approval of the City Administrator, the City is not responsible for said posted content. Such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or City Staff, and the City is not responsible for archiving such content in accordance with the records retention schedule or providing copies in accordance with the Texas Public Information Act (PIA) and may be grounds for disciplinary action.

(c) The absence of explicit reference herein to a particular site does not limit the extent of the application of this Policy. If any personnel is uncertain, the employee must consult

their supervisor before proceeding.

8.04 General Guidelines

- (a) While on duty, the use of City equipment or internet service by personnel must be limited to work-related tasks. Social media activities shall never interfere with work commitments.
- (b) It shall be a Policy violation for any personnel to post online content as a representative of the City, or on the City's behalf without the City Administrator's or People & Communications Director's prior approval.
- (c) Any personnel posting City-related issues online not as an approved representative of the City or on the City's behalf, shall explicitly clarify they are speaking for themselves and not on behalf of the City by displaying the following disclaimer: "This is my own opinion and not necessarily the opinion or position held by the City or City Council."

8.05 Guidelines for Official City Sites

- (a) All City-sanctioned social media sites shall be maintained by the People & Communications Director, City Administrator, or their designee. Any content to be posted on City-sanctioned social media sites must meet the approval of the People & Communications Director or the City Administrator before it is posted.
- (b) All personnel that engage in social media activities and/or visit any City-sanctioned social media site on the City's behalf shall adhere to applicable federal, state, and local laws, regulations, and policies, including the Texas Public Information Act and the records retention schedule. All content must be managed, stored, and retrieved to comply with these laws.
- (c) Any personnel that posts online content as a representative of the City, or on the City's behalf shall clearly state within said post that said content is subject to all applicable records retention and public disclosure laws. All City-sanctioned social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to records retention and public disclosure.
- (d) Any content posted as representative of the City, or content posted to a City sanctioned social media site containing any of the following is prohibited:
 - (1) Comments not topically related to the particular site or blog article being commented upon;
 - (2) Profane language or content;
 - (3) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability;
 - (4) Sexual content or links to sexual content;
 - (5) Conduct or encouragement of illegal activity;

- (6) Information that may compromise the safety or security of the public or public systems;
 - (7) Content that violates a legal ownership interest of any other party;
 - (8) Information that is incorrect or misleading;
 - (9) Information that is in conflict with an approved City policy, ordinance, directive, or plan; and/or
 - (10) Anything else that creates a disruption in the workplace.
- (e) Content submitted for posting on a City-sanctioned social media site that is deemed unsuitable for posting by the People & Communications Director or the City Administrator because it violates criteria in the preceding item of this Policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed unsuitable for posting.
- (f) Any hyperlinks posted on a City-sanctioned social media site shall be accompanied by the following disclaimer: “The City guarantees neither the authenticity, accuracy, appropriateness nor security of the link, website, or content linked thereto.”

- (g) Personnel found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment.

8.06 Guidelines for Marketing and Branding

To ensure consistent brand messaging and to protect brand integrity, the City has guidelines when it comes to marketing and branding of all city entities. The People & Communications Director or designated representative is the lead on any communications, design and marketing of city-related brands, events, programs, initiatives, departments, and facilities. All designs should follow the established brand guidelines that includes logo(s), typography, and photography. No letter heads, advertisements, brochures, guides or email signatures shall be created without approval from the People & Communications Director. Any new city logo must be approved by the City Council. Compliance is mandatory, with the People & Communications Director responsible for enforcement and periodic reviews. Failure to adhere to these guidelines may result in disciplinary action.

SECTION 9: SURPLUS EQUIPMENT POLICY

9.01 Purpose

The purpose of this *Surplus Equipment Policy* is to establish procedures for managing and disposing of the City's surplus property and equipment in a manner that is fiscally responsible. This policy applies to all City of Dripping Springs personnel.

9.02 Definitions

Office Equipment: Not office supplies. Includes furniture, electrical appliances, wall hangings, and anything else valued over \$25.00 and/or listed in the City of Dripping Springs liability inventory.

IT Equipment: Machines used to acquire, store, analyze, or process data and information electronically, including for printing, transmitting, and receiving, or storing electronic information such as a computer, computer accessories, or copy machine.

Surplus Property: Equipment, furniture, scrap or salvaged material, or other tangible property that might still have some usefulness but is no longer needed or required by the City of Dripping Springs, regardless of its present condition or estimated value.

Office Supplies: Office tools such as staplers, writing utensils, scissors, and other tools used within the office with a replacement value of under \$25.00.

Salvage Property: Generally, refers to personal property that is damaged, used, or consumed so that it has no value for the purpose for which it was originally intended.

9.03 Procedure

Under this policy, City staff are responsible for:

- (1) Coordinating the transfer of surplus equipment from the City;
- (2) Ensuring that the appropriate paperwork or forms are completed prior to transfer;
- (3) Providing temporary storage until sale or disposal of the surplus equipment or property;
- (4) Maintaining a master list of all surplus equipment that is transferred or is awaiting transfer;
- (5) Updating the master list of surplus equipment accordingly;
- (6) Allocating the proceeds from the sale of surplus equipment properly and in accordance with Texas Local Government Code Chapter 51, if necessary.

Unauthorized removal, disposal, or expropriation of City equipment or surplus property is considered theft and constitutes a serious breach of City policy and may result in disciplinary action, including, but not limited to dismissal, or criminal prosecution.

(a) Reporting Authority: Parks employees shall report issues related to non-IT equipment to the Parks and Community Services Director.

All other employees shall report issues related to non-IT equipment to the Maintenance Director and IT related equipment to the IT Director.

(b) Surplus Equipment: The Maintenance Director may declare equipment or property that is no longer useful for the City of Dripping Springs as surplus. Before declaring equipment or property as surplus, the Maintenance Director is encouraged to:

- (1) Trade in the property towards the purchase of new property;
- (2) Transfer the property within the City; or
- (3) Transfer the property to another City office.

The Maintenance Director shall oversee any of the above transactions or other disposal of surplus equipment or property.

(c) Broken Equipment (Non-IT): The City Parks and Community Services Director and the Maintenance Director can determine the procedure for the disposition of broken equipment that can be repaired.

If broken equipment cannot be repaired, an employee shall inform their immediate supervisor. The Department Director will work with the City Parks and Community Services Director or the Maintenance Director to dispose of that broken equipment or property with written approval by City Administrator. This does not govern the procedure for disposal or transfer of broken IT equipment or property.

(d) Unused Equipment (Non-IT): An employee shall inform their immediate supervisor if there is unused equipment at their workstation or site. The Department Director will work with the City Parks and Community Services Director and the Maintenance Director to determine the procedure for the disposition of unused equipment or property with

written approval of the City Administrator. Unused equipment is equipment that is no longer needed due to:

- Lack of continued need
- Lack of trade-in value
- Obsolescence
- Wear, damage, or deterioration
- Major repair is impractical
- Excessive cost of maintenance

(e) Broken Equipment (IT): The City IT Director is in charge of processing, transferring, and disposing of broken IT equipment or property. In general, the length of time that an electronic or computing device should be a consideration when determining whether such a device should be deemed surplus, especially if IT equipment is broken, or breaks often. Used IT devices, even broken devices, can contain confidential data and licensed software that are at risk of unauthorized use. To promote the security of confidential information, the IT Director is required to erase data stored on IT devices before their sale, disposal, or relocation.

Many IT devices contain harmful heavy metals that are harmful to the environment when improperly disposed. If these devices are subject to disposal, they cannot be disposed of in landfills or other scrap metal recycling programs. Compliance with local or state recycling programs is requested.

Employees shall inform IT Director of broken equipment. If broken beyond repair, IT equipment cannot be repaired, an employee shall inform IT Director. The IT Director may dispose of that the broken equipment or property with written approval by City Administrator.

(f) Unused Equipment (IT): The City IT Director is in charge of processing, transferring, and disposing of unused IT equipment or property. In general, the length of time that an electronic or computing device should be a consideration when determining whether such a device should be deemed surplus. If the equipment is unused and can be transferred or sold, then the City IT Director should make that consideration when determining proper disposition procedures for that equipment or property.

Unused IT devices still contain harmful heavy metals that are harmful to the environment when improperly disposed. If these devices are subject to disposal, they cannot be disposed of in landfills or other scrap metal recycling programs. Compliance with local or state recycling programs is requested.

Employees shall inform the IT Director if there is unused IT equipment at their workstation or site. The IT Director can determine the procedure for the disposition of

unused equipment or property with written approval of the City Administrator. Unused equipment is equipment that is no longer needed due to:

- Lack of continued need
- Lack of trade-in value
- Obsolescence
- Wear, damage, or deterioration
- Repair is impractical
- Excessive cost of maintenance

(g) Equipment for Sale: The Maintenance Director is in charge of selling any surplus equipment or property. Items may be transferred to other City departments, donated to non-profit organizations, or given away at no cost to avoid landfill disposal. Items will be sold at the discretion of the Maintenance Director with approval from the City Administrator. The City Maintenance Director, with the prior approval of the City Administrator, may donate surplus equipment or property directly to a non-profit organization with proof of the 501(c)(3) status of recipient.

(h) Office Supplies: For office supplies, as defined above, that are broken, such as a stapler or scissors, an employee may dispose of such supply. After disposing of any such property, the employee should inform their immediate supervisor and the Department Director will inform the Maintenance Director or City Parks and Community Services Director of the disposition.

For office supplies, as defined above, that are unused, such as a stapler or scissors, an employee shall inform their immediate supervisor. The Department Director will inform the Maintenance Director or City Parks and Community Services Director so that such supply can be stored.

If there is a question of whether an item can be disposed of as an “office supply” or whether an object is “equipment”, the employee should contact the Maintenance Director or City Parks and Community Services Director for verification and handle such property appropriately.

SECTION 10: TRAVEL AND REIMBURSEMENTS

10.01 Registration Fees

Fees charged for registration for conferences, meetings, or seminars are allowed for prepayment or reimbursement. Invoices, registration forms, and supporting information providing documentation of fees or rates must be submitted with the request for payment.

10.02 Reimbursements

Reimbursement for education, training, conference, and other business-related expenditures incurred by City employees and officials in the performance of their duties

and responsibilities will comply with standard, uniform procedures. Reimbursements may be made for the following types of expenditures, upon submittal of an expense report along with the receipts:

- (a) Transportation:** Coach rate air fare, toll roads, out-of-pocket expenses incurred during use of a City vehicle, mileage at the current Internal Revenue Service established rate. Cost of any taxi fare incurred, plus gratuity. Cost associated with parking of personal or City vehicles resulting from travel or conduct of City business. Each official and employee will use best efforts to use the most cost-efficient travel for each trip. Reimbursements will only be given for the actual cost of travel and will not be given for the use of reward travel or “miles”.
- (b) Meals:** Cost of meal reimbursement will be based on actual charges and should be reasonable and prudent, not extravagant. The costs of meals will be reimbursed up to the state per diem rate for the location at which the meal is purchased pursuant to the rates established by the U.S. General Services Administration.
- (c) Entertainment:** Employees are responsible for the costs of their own entertainment.
- (d) Lodging:** Actual cost of room, plus appropriate taxes.
- (e) Per Diem:** The City Administrator or Mayor may establish per diem for certain travel events.

10.03 Cash Advances

Employees shall submit receipts accounting for all cash advances made from petty cash.

SECTION 11: DISCRIMINATION

11.01 Equal Employment Opportunity

The City’s employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. Any employee discriminated against or harassed shall report such conduct to his or her immediate supervisor, City Administrator or Human Resources Director; provided, however, if a City Administrator or Human Resources Director is the alleged source of a claim of discrimination or harassment, the aggrieved employee may address such claim directly to the Mayor, or if the Mayor is the alleged source of a claim, then the aggrieved employee may address such claim directly to any member of City Council.

11.02 General Prohibition

The City shall base all employment actions and decisions on a person's qualifications, experience, performance, demeanor, and behavior. The City shall **not** discriminate against employees on the basis of race, color, age, veteran status, military status, pregnancy status, ethnicity, sex, religion, sexual orientation, or nation of origin.

Every supervisor is expected to implement this policy through uniform and consistent employment practices. Management is also responsible for maintaining a professional working environment free of intimidation, sexual harassment, and all other forms of harassment and discriminatory conduct.

11.03 Discrimination and Harassment

(a) Harassment Prohibited

It is City Policy that all employees should be able to enjoy a work environment free from all forms of unlawful discrimination, including sexual, racial, religious, or other harassment. Accordingly, no employee shall engage in harassment of any employee, applicant, or any other individual.

(b) Discrimination and Harassment Defined

Discrimination and harassment is behavior that is motivated in whole or in part by a person's protected class, that is not welcome, and is personally offensive, or that lowers morale and that, therefore, interferes with an employee's work effectiveness. It can include verbal abuse and gestures. Harassment occurs in many forms, including but not limited to, unwelcome physical contact, verbal abuse, leering, gestures, electronic communication, and more subtle communication or advances and pressure involving the individual's protected class. Whether particular conduct constitutes, or harassment is based on the reasonable perception of the victim. Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) adversely affects a term or condition of an individual's employment; or
- (2) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (3) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- (4) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, whether or not it is directly linked to the granting or denial of an economic benefit.

(c) Discrimination and Harassment is Punishable

Discrimination and Harassment are forms of misconduct that undermines the integrity of the employment relationship. No employee should be subjected to unsolicited and

unwelcome sexual overtures or conduct, either verbal or physical or verbal abuse related to a protected status. A finding that any employee has committed any such form of harassment will result in disciplinary action.

Reporting Required

Any employee who believes that the employee has been subjected to any of the forms of harassment set forth above should report this harassment to:

- (1) the employee's supervisor;
- (2) the City Administrator;
- (3) the City Attorney;
- (4) the Human Resources, and/or
- (5) the Mayor.

Complaints against the City Administrator should be reported to the Mayor, the City Attorney, or a member of the City Council. Every supervisor or officer receiving a report of alleged harassment must notify the Mayor and all persons in the alleged offender's chain of command. Appropriate action must be promptly taken. The first action taken in such event shall include steps calculated to prevent reoccurrence of any such alleged incidents, pending investigation and final resolution of the complaint. Each such report shall be investigated promptly, and appropriate corrective action will be taken with the City Administrator's concurrence unless the allegation involves the City Administrator, in which case the appropriate corrective action will be taken by the Mayor.

(d) Investigation Without Retaliation

All good faith complaints of harassment will be promptly investigated, ensuring confidentiality to the maximum possible extent. Disciplinary action shall be taken against any employee in violation of this policy. Such disciplinary action will be determined by the nature of the wrongful act and may result in immediate dismissal of the offending employee. No employee of the City shall be retaliated against for filing a complaint of harassment in good faith or for participating and cooperating in the good faith reporting or investigation of such a claim. However, the City recognizes that false accusations of harassment can have serious effects on innocent men and women, their reputation, and their families. False accusations of sexual harassment will result in severe disciplinary action.

(e) Training Required

It will be the responsibility of the City Administrator to inform all employees of the policy concerning non-discrimination, equal employment opportunities, and harassment, as well as the gravity of such behavior and the procedure to be employed in the event an allegation develops.

11.04 Disabilities

The City shall evaluate all job applicants and employees based on ability to perform the essential functions of the position with or without reasonable accommodation. The City shall comply with the federal Americans with Disabilities Act (ADA).

11.05 Religious Affiliation

The City shall not evaluate or take employment action on job applicants or employees based on the applicant or employee's religious practices or membership. It is imperative, however, that employees do not allow their religious activities to interfere with the performance of work-related duties or the completion of assignments. Being a government institution, the City does not allow employees to proselytize.

11.06 Immigration Law Compliance

- (a) Federal law requires that the City ensure all employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed.
- (b) In connection with federal law, the City must collect certain information and review certain documentation concerning the employment authorization of individuals hired. This information and documentation will be used only for compliance with the Immigration Reform and Control Act, as amended, and not for any unlawful purpose. If an employee's employment authorization changes or terminates after the start date of employment, the employee will be responsible for informing the City Administrator or a Human Resources representative immediately.

SECTION 12: DISCIPLINARY MEASURES

12.01 Progressive Discipline

To the extent practicable, the City prefers to pursue a course of progressive discipline, which may include the following options (in no particular order): verbal counseling, training, verbal reprimands, written reprimands, suspension with pay, suspension without pay, demotion, reduction in pay, and discharge.

12.02 Discretionary Discipline

Whether to take disciplinary action rests with the discretion of direct supervisor of the employee in consultation with the City Administrator and Human Resources Director and who shall not be bound by the terms or procedures of this Manual (which is solely a guide). The Mayor shall be consulted for any disciplinary action that involves an employee whose final hiring or firing authority rests with City Council.

12.03 Grievance Procedure

- (a) Employees or recently separated former employees dissatisfied with any employment issue, such as a possible job discrimination matter, health and safety issues, drug-related issues, or a disciplinary matter, may pursue a grievance.
- (b) Employees or recently separated former employees may submit a written grievance regarding any employment issue to the City Administrator within five (5) business days of the latest occurrence. A written grievance involving the City Administrator may be submitted to the Mayor within five (5) business days of the latest occurrence. The notice must specify what action was taken by the City or what action has been observed, and

how the action is either unwarranted or inappropriate.

- (c) The City will investigate, when necessary, allow the initiator of the grievance a reasonable opportunity to bring forth evidence and witnesses to support the initiator's case, and allow the initiator to question and fully refute any charges brought against the employee or recently separated former employee. The City Administrator shall issue a decision on all grievances to the submitting employee. For employees for which the City Administrator is the final hiring and termination authority, the City Administrator's decision is final. For employees for which the City Council is the final hiring and termination authority, the submitting employee may appeal the City Administrator's decision to the Mayor for consideration by City Council within five business days of receiving the decision of the City Administrator.

12.04 Personnel Files

Employees may request access to their personnel files via the City Administrator or Human Resources Director. In general, for individuals other than the employee, an employee's personnel file should be accessed only by those who have a job-related need to know or if a law requires the release. Under the Public Information Act, and subject to confidentiality rules set by state law, some or all of an individual's personnel file may be released to a member of the public if requested. Both at and following the time you separate from employment, the employee may make copies of documents in the employee's personnel file if you wish. Copying of such documents should be arranged with the Human Resources Director and will cost ten cents per copy, payable in advance. An electronic copy can be requested at no cost to the employee. Your personnel file will be maintained in City records in accordance with all applicable legal requirements.

SECTION 13: SEPARATIONS

13.01 Non-Disciplinary Separations

- (a) **Layoffs:** The City retains the ability to restructure all employment positions and perform any necessary Reductions in Force (RIFs).
- (b) **Resignation:** Employees may resign at any time. To remain in good standing, employees are encouraged to provide two (2) weeks' notice of any intent to voluntarily leave employment.
- (c) **Retirement:** Any retirement intentions must be in conformance with the City's retirement plan.

- 13.02 Incapacity:** An employee may be separated if such employee is unable to perform the functions of the employee's position, as expressly provided in the job description for such position, with or without reasonable accommodation. A finding that an employee is Unfit for Duty shall be made only through individual medical determination by a competent medical authority as prescribed by the City Administrator and Mayor. The City Administrator may require that a current employee undergo a Fit for Duty evaluation, at the City's expense, to determine if such employee is able to satisfactorily perform the

essential functions of the employee's current position, and whether the employee can satisfactorily perform such functions with or without reasonable accommodation.

13.03 Discharge

Authority to terminate resides with the City Administrator unless the employee is hired by City Council pursuant to state law or this Manual. The City Administrator shall consult with the employee's supervisor, Human Resources Director and the City Attorney prior to termination. During an investigation related to discipline or discharge, the City Administrator may place the employee on paid or unpaid administrative leave. Either the City or employees may terminate the employment relationship, for any reason, or no reason (so long as the reason is not discriminatory, as established by this Manual).

A non-exhaustive list of grounds for discipline or discharge of an employee by the City include (but is not limited to) the following:

- (a) Insubordination
- (b) Neglect of Duty
- (c) Violation of City Policy, City Ordinance, State Law, or Federal Law
- (d) Failure to conduct self in a courteous and proper manner while on duty.
- (e) Misappropriation of Funds, Equipment, or Supplies
- (f) Persistent tardiness or truancy
- (g) Carelessness or Recklessness
- (h) Misconduct
- (i) Misuse of City equipment or information
- (j) Dishonesty
- (k) Violation of Personnel Manual
- (l) Incompetency
- (m) Harassment
- (n) Discourteous Conduct towards other employees, officials, or the public
- (o) Failure to attend mandatory meetings or trainings without cause

13.04 Return Items

On or before the last day of employment with the City, all departing employees must return all equipment, supplies, files, and resources provided to the employee by the City during the employee's tenure with the City.

13.05 Payment for Leave

The City will pay separated employees for untaken vacation leave of up to 120 hours if the employee has worked for the City for at least 1 year. Compensatory time will be paid-out upon termination for all exempt employees. Employees who are terminated or do not provide adequate notice of resignation shall not receive accrued vacation leave.

13.06 Reference

All reference inquiries are to be directed to the City Administrator or the City Administrator's designee. The City Administrator may designate an employee or former employee's supervisor or director as the appropriate individual to provide a reference.

Under state law, the City is allowed to provide a truthful employment reference regarding a current or former employee. However, the City is not required to provide an employment reference to or about a current or former employee.

City of Dripping Springs

ACKNOWLEDGEMENT

I, _____ (*printed name*), hereby acknowledge that I have received a copy of the City of Dripping Springs's ***Personnel Manual***. I have read and understood the information presented to me. If I have questions about anything I have read, I have asked my Supervisor for and received clarification. Specifically, I understand the following:

- My employment status is *at-will*, and either I or the City of Dripping Springs may terminate my employment at any time, with or without reason.
- I do not have a contract or term of office with the City of Dripping Springs unless it is through a separate written and signed agreement.
- My supervisor does not have the authority to enter into a contract with me. ○ Harassment and discrimination are not tolerated in the workplace.
- I share with my fellow employees a duty to prevent and report violations of the policies set forth in the Personnel Manual.
- My employer will promptly and thoroughly investigate all claims and take remedial measures, up to and including termination.

Employee's Signature

Witness's Signature

Date

Date

City of Dripping Springs

ELECTION REGARDING PERSONAL INFORMATION

TO THE CITY SECRETARY:

I, _____(*printed name*), hereby make the following election with respect to allowing public access to information in the custody of the City of Dripping Springs that relates to my home address, home telephone number, and social security number or that reveals whether I have family members.

I do ***not*** want the City of Dripping Springs to disclose or allow public access to the following (*check all that apply*):

_____ My home address

_____ My home telephone number

_____ Information that reveals whether I have family members

Employee's Signature

Date

Attachment “A”
EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT

THIS EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT (the “Agreement”) dated _____, 20__, (“Effective Date”) is by and between, the City of Dripping Springs, a municipality in Hays County, and _____, a current employee of the City (“Employee”).

RECITALS

WHEREAS, Employee has requested and the City has agreed to pay for the Employee to attend a conference, meeting, seminar, workshop, training, educational course, or similar instructional class (collectively, “Training”); and

WHEREAS, in consideration for the City’s payment for the Training, Employee acknowledges that through attendance at such Training, Employee will acquire skills and enhance his or her professional skills or knowledge making the Employee more marketable; and

WHEREAS, Employee agrees to reimburse the City for the cost of such Training in the event that employment with the City is terminated in accordance with the terms of this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the individual and mutual covenants of the parties hereinafter set forth, and for other good and valuable consideration, it is hereby agreed by and between the parties hereto:

1. Cost of Training and Expenses. The City agrees to pay a total of \$_____ (“Cost”) for the following Training:

Name of Training: _____

Training Provided by: _____

Training Location: _____

Date(s) of Training: _____

In addition to the Cost of the Training, the City agrees to reimburse additional reasonable expenses related to attendance at such Training up to \$_____ for travel, food, and incidentals; provided that the Employee submits the appropriate expense reports and all receipts for the expenses associated with the Training and such expenses are reimbursable.

2. Reimbursement for Cost of Training. Except as provided below, Employee agrees to reimburse the City for the Cost of the Training paid by the City if the Employee’s employment terminates within two (2) years of completion of the Training. Employee agrees to reimburse the City within thirty (30) days of termination.

3. Salary Deduction. Employee agrees and authorizes the City to deduct the amount owed hereunder, to the extent permissible by law, from Employee's pay following notification of termination of employment with the City. The City, in its sole discretion, may determine whether to deduct any amount owed from the Employee's pay. If the amount owed under this Agreement exceeds the amount deducted from the Employee's pay, in accordance with Section 2, Employee agrees to reimburse the City any remaining amount due to the City within thirty (30) days of terminating employment.

4. Continuation of Employment-at-Will Relationship. Employee and the City understand and agree that this Agreement does not constitute an employment agreement and nothing in this Agreement shall replace the Employee and the City's at-will employment arrangement. Both Employee and the City understand that the employment relationship may be terminated by either party for any or no reason at any time prior to the termination of this Agreement.

5. Term. This Agreement shall be in effect from the Effective Date until all reimbursement, if any, is due under this Agreement.

6. Entire Agreement; Amendments. This Agreement contains the entire understanding of the parties. Employee and the City may mutually agree to modify the terms of this Agreement at any time; provided, however, that any such modification must be in writing and signed by both parties to this Agreement.

7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of Texas and any dispute shall have venue in Hays County.

8. Severability. If any provision of this Agreement is held to be invalid by a court of law, the remaining provisions shall remain in full force and effect.

9. Counterparts. This Agreement shall be executed in one or more counterparts and all such counterparts shall constitute one and the same instrument.

10. Headings. Headings of provisions of this Agreement are solely for the convenience of reference and are not a part of this Agreement and shall not affect the meaning, construction, operation, or effect hereof.

IN WITNESS WHEREOF, the City and Employee hereto have caused this Agreement to be executed on the date and year first above written.

EMPLOYEE

Employee Name: _____ (Printed)

CITY OF DRIPPING SPRINGS

Michelle Fischer, City Administrator

Attachment “B”
KEY CONTROL POLICY

The purpose of this **Key Control Policy** is to establish reasonable personal security for the staff of the City of Dripping Springs and to ensure the protection of personal and city property through the control of keys (including fobs) to city facilities.

In return for the loan of a key, employees: 1) shall not give or loan the key to others; 2) shall not make any attempts to copy, alter, duplicate, or reproduce the key; 3) shall use the key for authorized purposes only; 4) shall safeguard and store the key securely; 5) shall immediately report any lost or stolen keys; and 6) shall produce or surrender the key upon official request.

If a key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks and keys affected may be assessed. ***Misuse of City Equipment including City keys may result in discipline up to and including discharge pursuant to Section 12.02 of the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.***

KEY DISTRIBUTION & RETURN

EMPLOYEE NAME: _____ DEPARTMENT: _____

ISSUE DATE: _____ ISSUER’S SIGNATURE: _____

RETURN DATE: _____ RECEIVER’S SIGNATURE: _____

REQUESTED ACTION/RECORD *(circle those that apply)*

KEY ISSUANCE	RETURNED KEY	LOCK OPENING
LOCK/HARDWARE CHANGE	REPORT OF LOST/STOLEN KEY	

DESCRIPTION OF KEY(S)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

DETAILS

ACKNOWLEDGEMENT AND AGREEMENT

I, _____ (*printed name*), hereby acknowledge that I have received a copy of the City of Dripping Springs's **Key Control Policy**. I have read and understood the information presented to me. I agree to return any City of Dripping Springs keys/fobs to the City upon my separation from the City on or before the last day of my employment or upon request of the City Administrator.

In return for the loan of this key(s), I agree to: 1) not give or loan the key(s) to others; 2) not make any attempt to copy, alter, duplicate, or reproduce the key(s); 3) use the key(s) for authorized purposes only; 4) safeguard and store the key(s) securely; 5) immediately report any lost or stolen key(s); and 6) produce or surrender the key(s) upon official request. I also agree that if the key is lost, stolen, or not surrendered when officially requested, a charge that reflects the cost of changing any and all locks affected may be assessed.

Employee's Signature

City Administrator's Signature

Date

Date

Attachment “C”

City of Dripping Springs Telecommute Agreement Form

I, the undersigned Employee, understand that telecommuting may be revoked or amended if my job responsibilities change, the job duties can no longer be performed remotely, or when it is in the City’s best interest. I affirm that the physical address listed below is my primary designated remote work location. I affirm by my signature below that I have read the City of Dripping Springs Telecommuting Policy and agree to comply with the requirements contained therein.

Employee Name:

(Last name)

(First name)

Remote Work Location:

(Street Address)

(City)

(State)

(ZIP code)

Employee Requested Telecommute Work Schedule:

Number of Days Per Week Telecommuting Requested: Telecommuting Day(s) Requested:

☐ 1 ☐ Monday ☐ Thursday

☐ 2 ☐ Tuesday ☐ Friday

☐ Wednesday

Employee Signature

Date

Hours Working during Remote Work: a.m. to p.m.

Requested Telecommute Work Schedule Approved by Direct Supervisor

Number of Days Per Week Telecommuting Approved:

☐ 0 ☐ Monday ☐ Thursday

☐ 1 ☐ Tuesday ☐ Friday

☐ 2 ☐ Wednesday

Direct Supervisor Signature Date

City Administrator Approval

☐Approved ☐Denied

Signature Date

Employee's Remote Work Details

Work Duties & Responsibilities

Employee Initial Below:

I understand that if I take vacation, compensatory, or sick days during the week, my supervisor may

decide whether to skip the remote days based on operational needs.

I will ensure that I am available by phone, email, and Ring Central during work hours unless otherwise

engaged in City business.

I agree to update Outlook Calendar to "Show As" to "Working Elsewhere" for any remote work day.

I understand that if I do not meet the communication standards set by the City, my enrollment in

Telecommuting Work Program may be subject to adjustment or termination based on administration's

discretion.

I understand that I must maintain internet connectivity at my own expense at all times while working

remotely and may have to travel to the office if internet connectivity is lost at my remote work location.

Phone Number to be reached at when working remotely: _____