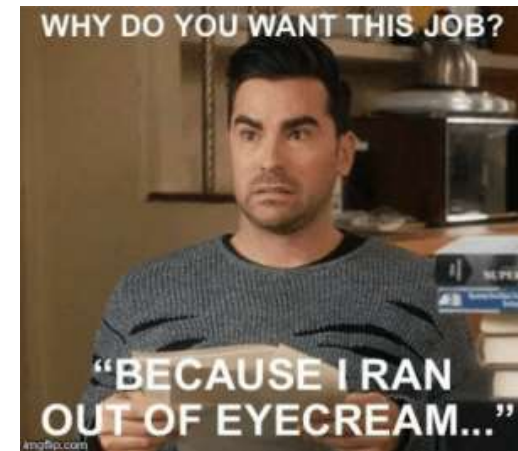




Personnel Manual 2021

What is the purpose of the Personnel Manual?

1. **Help you know what to expect and how to act.**
2. **Provide you with processes for harassment complaints and disciplinary actions.**
3. **Chain of Command.**
4. **Success at work.**



At Will Employment

- ▶ Can be hired or fired for any non-discriminatory reason.
- ▶ No contract (unless you have a specific agreement with the city).
- ▶ Personnel policies and job descriptions guide the employment relationship.



City of Dripping Springs **PERSONNEL MANUAL**



Effective as amended April 20, 2021

Chain of Command

- **Supervisor**
- **Department Director**
- **City Administrator/Deputy City Administrator**

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.

Ethics

“As a City employee, you owe a responsibility to the people of Dripping Springs in the performance of your official duties. You should act fairly and honestly and should avoid conflicts of interest and creating even the appearance of impropriety.”

Governed by state law and personnel policies.

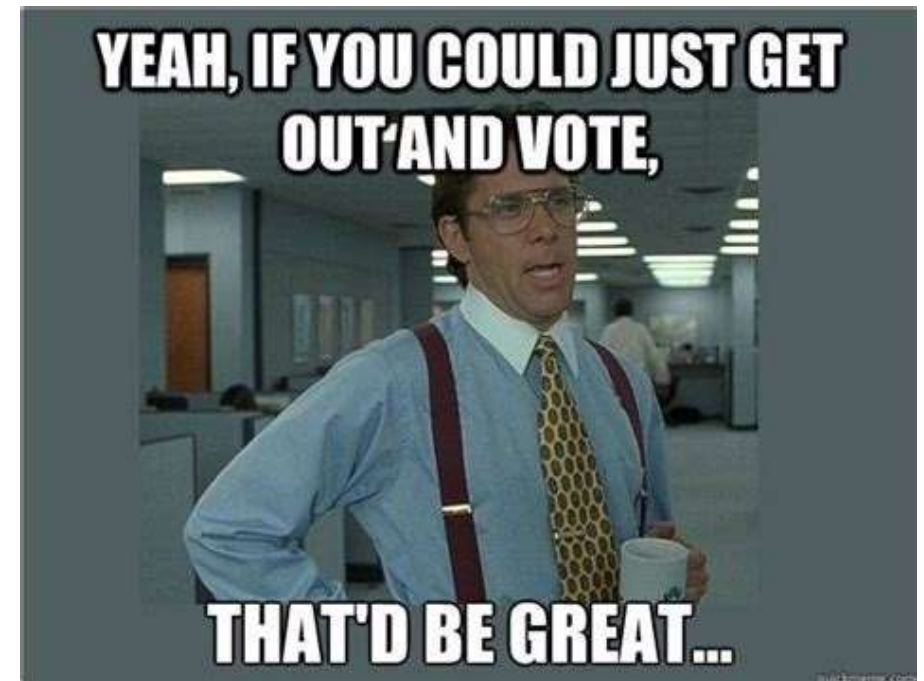
Time

- ▶ **Timesheets:** due to your department head by the final day of each pay period.
- ▶ **Approved timesheets** to Penny by 9 a.m. on the Monday after end of pay period.
- ▶ **Timeclocks:** non-exempt employees use.
- ▶ **Paychecks** every other Friday (unless a holiday and then you will be paid the day before).
- ▶ **Overtime:** only with permission.



Leave

- ▶ Holidays: If you have to work you will either be paid the hours for the Holiday (non-exempt) or receive paid leave (exempt).
- ▶ Vacation: Use after first 90 days.
- ▶ Sick: Use as earned.
- ▶ Compensatory Time Off (Exempt):
 - ▶ Use as accrued
 - ▶ Limitations on rollover
- ▶ Civic: 8 hours per fiscal year to vote and for jury service- Changed to accrue annually
- ▶ Bereavement: increased to three consecutive work days
- ▶ Pregnancy & Parental Leave: Unpaid
- ▶ Administrative Leave
- ▶ Regular, part-time employees are eligible for holiday pay on a pro-rated basis.



Training

- ▶ City will pay for some events, memberships, training, and tuition if:
 - ▶ City-related
 - ▶ Agree to repay if leave service with the City
- ▶ Can include expenses and mileage reimbursement



Uniform Policy



- ▶ Employees are responsible for keeping uniforms in good repair
- ▶ Uniforms are city property (unless purchased by the employee)
 - ▶ Must be relinquished at the end of employment
 - ▶ Subject to reimbursement if not returned

Uniform Policy



- ▶ No identifiable part of the uniform shall be worn while off duty
- ▶ It is a violation of City policy to wear the uniform while working for another employer, including self-employment.
- ▶ This does not apply to commuting, or activities outside the workplace that are directly related to your job with the City

Workplace Conduct

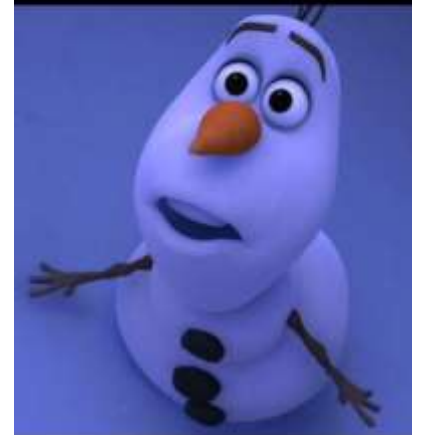
- ▶ **Business Hours 8a-5p (although different hours may be approved by your supervisor)**
- ▶ **Telecommuting: Ongoing review**
- ▶ **Report all accidents**
- ▶ **Professional Appearance-Uniforms may be required**
- ▶ **Privacy**
- ▶ **Drug Free Workplace**
- ▶ **Key Control Policy**

“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.”

Privacy

- ▶ Don't post information or pictures of your coworkers without their permission
- ▶ Do not discuss coworkers' health or medical information with anyone
- ▶ If you have an issue with a coworker, tell your supervisor, not the internet
- ▶ All data on city computers and related equipment is city information and can be subject to records retention and the Public Information Act

I HAVE NO SKULL



OR BONES

Harassment

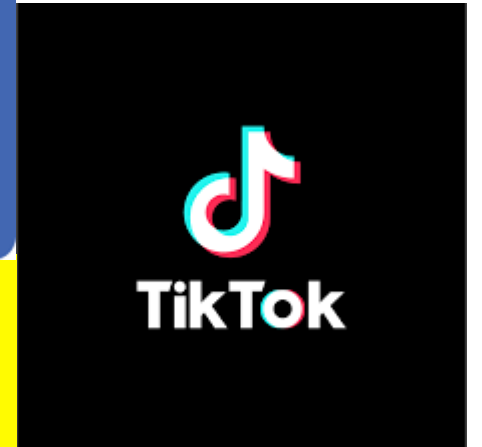
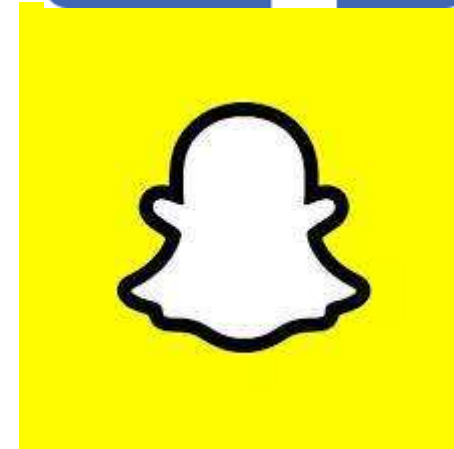
Harassment is any comment or action, whether verbal or online, that is related to an individual's protected class and is offensive to the individual.

- ▶ Harassment is punishable
- ▶ Reporting is required
- ▶ Participating in Investigation is not punishable
- ▶ Report to: (a) supervisor; (b) city administrator; (c) city attorney; or (d) mayor
- ▶ Will be investigated promptly and appropriate action taken

Comments or conduct that have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Social Media

- ▶ **Personal use of social media reflects on the city, so use common sense**
- ▶ **Only the city administrator, the communications director, and other designated city staff may speak on behalf of the city**
- ▶ **Don't post anything on social media that would be considered harassment at work**





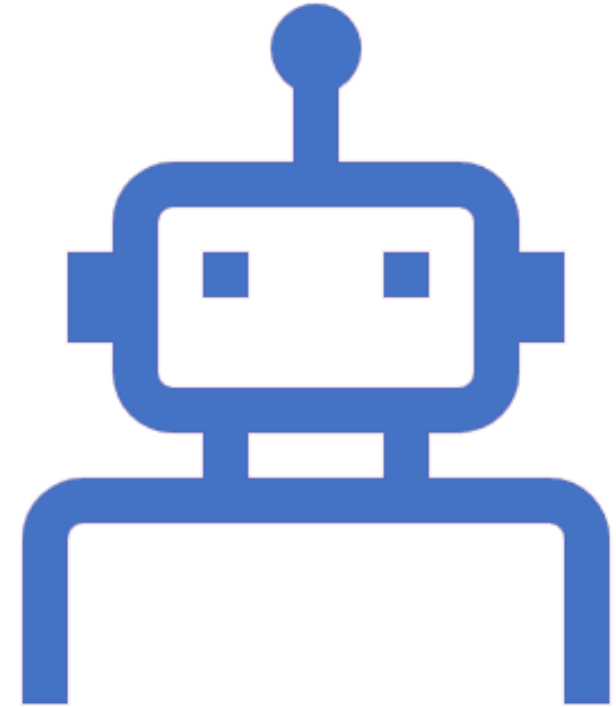
City Hall and Facility Closure Policy

- ▶ City Administrator in consultation with Mayor, the Emergency Management Coordinator, and Hays County
- ▶ Wait for Personal Notification before staying home-or let your supervisor know if you cannot make it to work due to weather or similar issue
- ▶ Work from home tasks may be assigned when travel is not allowed
- ▶ Administrative leave may be available

New Telecommuting Policy

- ▶ When City Hall is Open
- ▶ Allowed to work remotely:
 - ▶ Fill out Telecommuting Plan Form and Quarterly Reviews of Telecommuting
 - ▶ Approval by Supervisor
 - ▶ Approval by City Administrator
 - ▶ Available during Set Schedule

Anyone who wishes to Telecommute regularly after June 14, 2021 needs to submit Telecommuting Plan to Supervisor. Reach out to Michelle or Ginger for more information.



Destruction Policy: What not to do.

- ▶ **City Staff are responsible for:**

- ▶ **Coordinating transfer of surplus equipment**
- ▶ **Ensuring paperwork/forms completed**
- ▶ **Maintaining master list of property that has been transferred/is awaiting transfer**

- ▶ **Equipment: property > \$25**

Unauthorized removal or disposal of City property is considered theft and is a serious breach of City policy



Discipline

- ▶ Progressive:
 - ▶ Verbal
 - ▶ Written
 - ▶ Suspension
 - ▶ Termination

- ▶ Discretionary

GROUNDS FOR DISCIPLINE OR DISCHARGE

- ▶ Insubordination
- ▶ Failure to Perform Job Duties
- ▶ Violation of City Policy/Ordinance, State Law, or Federal Law
- ▶ Failure to Conduct Self in a Courteous and Proper Manner
- ▶ Misappropriation of Funds, Equipment, or Supplies
- ▶ Persistent Tardiness or Truancy
- ▶ Carelessness or Recklessness
- ▶ Misconduct
- ▶ Misuse of City Equipment or Information
- ▶ Dishonesty
- ▶ Incompetency
- ▶ Harassment
- ▶ Violation of Personnel Manual



Harassment

Comments or conduct that have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

(c) Harassment is Punishable

Harassment is a form 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.

Report/Investigate Harassment

Harassment is punishable

Reporting is required

Participating in Investigation is not punishable

Report to: (a) supervisor; (b) city administrator; (c) city attorney; or (d) mayor

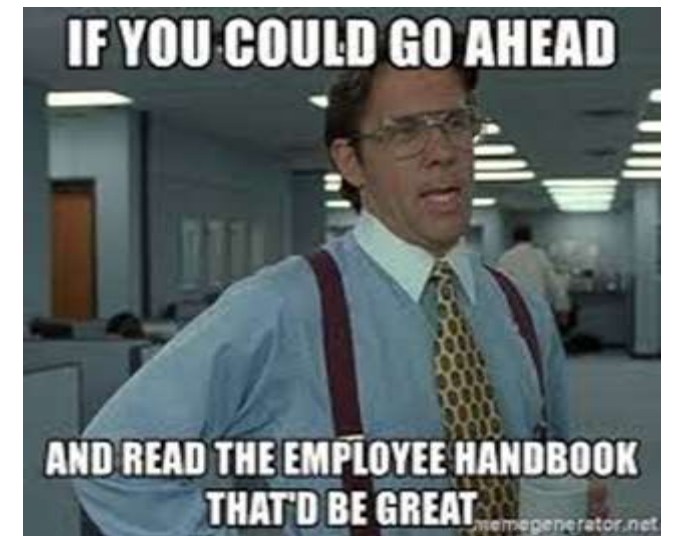
Will be investigated promptly and appropriate action taken

Grievances

- ▶ **Current or Former Employee**
 - ▶ **Written Grievance in 5 days**
 - ▶ **Investigated as necessary**
 - ▶ **Person bringing grievance will be allowed to submit evidence**
 - ▶ **Brought to City Administrator**

Personnel Manual and Acknowledgment Form

- ▶ Review the Personnel Manual
- ▶ Let us know if you have any questions
- ▶ Fill out the Acknowledgment Form and send it to Michelle
 - ▶ Email a signed copy; or
 - ▶ Give her a signed original



Success at Work

1. Be Organized
2. Be Responsible
3. Be on time
4. Be Courteous and Watch Your Mouth
5. Be flexible to Other People
6. Be Accountable
7. Have a Positive Attitude
8. Be Caring





1. Supervisor
2. Department Head
3. Michelle Fischer, City Administrator
4. Ginger Faught, Deputy City Administrator

WHO YOU GONNA CALL?