

Exhibit A January 2026 Policy Updates

Sec. 3.08. Retirement

City employees who work more than 1,000 hours per year, participate in the Texas Municipal Retirement System (TMRS) as a condition of employment. The employee contribution rate is 6%, and the city contributes an equivalent amount. Additional information can be obtained from the TMRS handbook, available from the Director of Human Resources.

Sec. 4.06. Overtime on Holidays

A non-exempt employee who is required to work on an official paid holiday shall receive one full hour of Holiday Pay in addition to their Regular Pay for each hour work up to the first ten (10) hours worked. Employees required to work on an official paid holiday shall receive one-half (0.5) hours of Holiday Pay, in addition to their Regular Pay, for each hour worked, on an official paid holiday, that are in excess of the first ten (10) hours. Please refer to the example chart below:

Hours Worked on Holiday	Regular Pay Hours	Holiday Hours	Total Compensated Hours
2	2	10	12
10	10	10	20
12	12	11	23
24	24	17	41

Sec. 5.01. Holidays

(a) Eligibility. Regular full-time and part-time City employees will generally not be required to report to work on City holidays. Regular full-time City employees will nonetheless be entitled to receive compensation for ten (10) hours on authorized paid City holidays provided; however, to be eligible for holiday pay, employees must work their regular schedule immediately before and after the holiday unless otherwise approved by their Department Director

Sec. 4.13. Time and Attendance Requirements

The city will utilize a time and attendance management system. All employees shall receive training and guidance on the use of this system. This system is where all payroll data along with time and attendance documentation will be housed. The following are requirements of employees:

- (1) All non-exempt employees are required to clock-in and out daily utilizing the approved time and attendance system. Unless otherwise approved by a supervisor, employees may not clock-in more than 15 minutes prior to the start of their assigned shift, or clock-out more than 15 minutes following the completion of their assigned shift. Employees must be at their duty station and prepared for work when clocking in.
 - (2) All employees must required Paid-Time Off (PTO) through the approved time and attendance system.
 - (3) Employees are required to review and approve their bi-weekly time sheets within the system by no later than 8:30am on the day of payroll submission (every other Wednesday or the Wednesday immediately preceding payroll).
 - (4) Supervisors are required to review and approve all subordinate time sheets within the system by no later than 10:00am on the day of payroll submission (every other Wednesday or the Wednesday immediately preceding payroll). The Director of Human Resources is responsible for compiling and distributing a calendar of these dates to all supervisory staff.
 - (5) Any changes within the time and attendance system must be requested in writing. All errors or complaints related to the payroll system shall be submitted in writing to the Director of the Department and the Director of Human Resources. Together, staff shall determine the appropriate resolution or correction.
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Sec. 12.09. Vehicle Collision Reports

- (a) **Required.** When a city employee is involved in a vehicle collision while in the course of city employment or while driving a city vehicle, the employee shall report the collision immediately to the police department and to the employee's department head. This requirement exists regardless of injury or severity of damage to property.
 - (b) **Other notifications.** Upon notification of an incident, the department head must immediately notify the Director of Human Resources to ensure compliance with Article 11 and facilitate any necessary testing and/or medical treatments. In the absence of the Director Human Resources, department heads shall contact the City Manager.
 - (c) **Reporting and Investigation.** All vehicle collisions shall be reported utilizing the prescribed forms. Each incident shall be investigated either (a) by law enforcement when appropriate, particularly if there is damage to any third-party property; or (b) by the department head. The investigation should, at a minimum, identify the operator of the vehicle at the time of the crash, identify damage to all properties, identify all potential contributing factors to the collision, a statement from the employee and all findings. This report shall be forwarded to the City Manager within one-week of the incident.
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Sec. 11A.13. Random Testing

- (g) **Not present at work.** In the event a driver who is selected for a random test it not at work that day, the driver will be subjected to the test immediately upon their return to duty.

- (i) Exemption.** Employees who are currently undergoing treatment as a part of a qualified workers compensation claim or employees on approved medical leave shall not be subjected to random tests.
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Sec. 13.06 – Travel and Training Policy

(a) Purpose and Authorization

The City recognizes the value of professional development, training, and participation in meetings, conferences, and programs that enhance employee knowledge, skills, and effectiveness. All travel and training must be directly related to City business and pre-approved by the employee's Department Director and authorized by the City Manager or designee. Requests shall be submitted through the City's approved electronic form or workflow system prior to incurring any expenses. Employees are responsible for all costs incurred without prior authorization.

(b) Transportation

1. City Vehicles – City vehicles shall be used whenever practical, especially for travel involving multiple employees. The City will reimburse direct operating expenses such as fuel and oil.
2. Personal Vehicles – With prior approval from the Department Director, employees may use a personal vehicle for City business. Mileage will be reimbursed at the standard IRS rate in effect at the time of travel. Employees using personal vehicles must maintain valid insurance and are solely responsible for repairs, maintenance, and towing. Carpooling is encouraged when feasible.
3. Commercial Transportation – The City will pay for reasonable round-trip airfare at the lowest available rate. Private aircraft, charter flights, or first-class upgrades will not be reimbursed. Ground transportation (e.g., shuttle, taxi, rideshare, or rental car) may be reimbursed when necessary and properly documented.

(c) Lodging

Lodging expenses will be reimbursed when travel requires an overnight stay. Employees must secure the government or conference rate when available. The City's preferred payment method is through direct billing, an authorized City credit card, or a pre-approved purchase order.

If an employee has a specific desire to utilize alternative lodging (i.e. AirBNB, VRBO, etc), they may elect to do so at their own expense. Employees will only be reimbursed up to the current GSA Rates for lodging at the location for which they are traveling to. Receipts must be itemized and submitted electronically within ten (10) business days of return. Personal charges such as movies, room service unrelated to meals, or personal phone calls must be clearly identified and excluded from reimbursement.

(d) Meals and Daily Expenses

Meal and incidental expenses shall be reimbursed in accordance with the current U.S. General Services Administration (GSA) per diem rates for the travel destination. On travel days, 75 percent of the applicable per diem rate shall apply. Alcoholic beverages are not reimbursable under any circumstance. When meals are provided as part of a conference, training registration, or lodging package, the daily per diem shall be reduced accordingly.

Per Diem Meal Reduction Table Meal Provided	Deduct from Daily Per Diem	Example (\$64 per diem)
Breakfast	15 %	\$9.60
Lunch	25 %	\$16.00
Dinner	35 %	\$22.40

Example: If both breakfast and lunch are provided, the employee may claim 60 percent of the per diem (\$38.40 in this example). Employees must identify all provided meals on their travel request and expense report. If a provided meal is optional and the employee chooses to purchase an alternate meal, no reimbursement will be given for that meal.

(e) Other Reimbursable Expenses

Reimbursable expenses include registration fees, parking, tolls, internet access fees required for City business, and business-related communication costs. Non-reimbursable expenses include entertainment, in-room movies, personal services, or any expenses unrelated to City business.

(f) Direct Payments and City Credit Cards

Direct payments for approved travel must be requested at least ten (10) business days prior to departure. City staff may arrange travel through an approved vendor to secure the most cost-effective rate. The City may issue a travel credit card (P-Card) to authorized employees for eligible travel expenses. All charges must comply with this policy and be supported by itemized receipts. Misuse of a City credit card may result in disciplinary action and repayment of the charged amounts.

(g) Reimbursement Procedures

Within ten (10) business days of returning from travel, employees must submit an itemized expense report with required documentation. Expense reports shall be submitted

electronically and approved by the Department Director before Finance processing.

Reimbursements will generally be issued within fifteen (15) business days following receipt of a complete and approved report. The City does not issue per diem advances; all expenses are reimbursed after travel or paid directly using a City credit card where applicable.

(h) Cancellations

If an employee cancels or fails to attend an approved event, the employee shall refund the City for any prepaid expenses unless the cancellation was due to a City-initiated change, illness, or family

emergency. The City will make reasonable efforts to recover refundable deposits or transfer credits toward future training events.

(i) Probationary Employees and Certification Reimbursement

Employees on probation who voluntarily terminate employment before the end of their probationary period shall reimburse the City for certification or training expenses paid on their behalf. For certifications or training exceeding \$1,000, reimbursement shall be prorated if employment is terminated within one year of the course completion date (100% if within 6 months, 50% if within 6–12 months).

(j) Out-of-State Travel

Out-of-state travel must be pre-approved by the City Manager. Requests must include a justification describing the purpose, benefit to the City, and estimated cost. Out-of-state travel should be limited to training or meetings that provide substantial value not otherwise available within Texas.

(k) Virtual and Remote Training

The City encourages participation in virtual or online training opportunities when they provide equivalent educational value and cost savings compared to in-person attendance. Virtual training expenses, including registration and technology access fees, are eligible for reimbursement under this policy.

(l) Ethics and Conduct

Employees traveling or attending training on behalf of the City are representatives of the organization and are expected to conduct themselves professionally in accordance with the City's Code of Conduct and Ethics Policy. Employees must avoid conflicts of interest and maintain the highest standards of honesty, integrity, and public trust.

(m) Documentation and Record Retention

All travel and training records, including approvals, receipts, and reimbursement documentation, shall be maintained in accordance with the City's records retention policy. Departments shall ensure all required records are uploaded to the City's digital filing system for audit and transparency purposes.