

2.00 EMPLOYEE CODE OF CONDUCT

2.01 GENERAL

City employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of illegal and unethical conduct. Employees are expected to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with the public, city officials, and their fellow employees.

2.02 PROFESSIONAL APPEARANCE

2.03.01 Employees are expected to present themselves and represent the City in a professional manner that reflects the City's values and the public's interest. A well-maintained personal appearance fosters a productive work environment and enhances the City's image. Employees should dress in a manner that is neat, clean, and appropriate for their job duties and work environment.

2.03.02 Dress code guidelines.

- Business Attire. Employees in executive roles, meetings with other entities representing the City, at speaking engagements on behalf of the City or a professional organization or in speaking roles at conferences will wear business professional or business casual attire, as specified by their Department Head.
- Casual Attire. May be permitted by their Department Head so long as it remains modest, clean and workplace appropriate.
- Uniforms. Employees issued and required to wear uniforms shall wear them as specified by their Department Head. Employees who have been issued uniforms may have to return them upon leaving City employment.
- Safety Gear. Employees issued and required to wear personal protective equipment (PPE) will comply with safety standards and dress requirements specified by their Department Head.
- Prohibited Attire. Employees who report to work in unacceptable dress may be required to leave the work center and change into acceptable attire before being allowed back into the work center. The following attire is not allowed:
 - Clothing with offensive or inappropriate graphics or slogans,
 - Ripped, torn, or distressed clothing,
 - Shorts or miniskirts,
 - Leggings (Unless worn under a dress or tunic of appropriate length),
 - Athletic wear, including yoga pants or gym shorts,
 - Shoes not in good repair or inappropriate for the safety environment, or beachwear

2.03.03 Grooming and Hygiene. Employees are expected to maintain good personal hygiene and a well-groomed appearance which includes:

- Clean and well-maintained clothing,
- Neatly groomed hair and facial hair,

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- Proper hygiene practices that promote a respectful and comfortable work environment.

2.03.04 Religious and cultural accommodations will be handled fairly, on a case-by-case basis, and where appropriate. Employees should discuss religious or cultural accommodations with the Human Resources Department.

2.03.05 Enforcement. Department Heads in consultation with the Human Resources Department will settle and decide all conflicts on what attire is permitted in the workplace.

2.03 PUBLIC ACCESS CONFIDENTIALITY FORM

Certain personnel-related information is exempt from disclosure under the Texas Public Information Act. Employees must elect, within the first 14 days of employment, if they do not wish to disclose their home address, telephone number, emergency contact information, social security number, or information that could reveal whether the employee has family members (see form in Appendix B).

2.04 CONFLICT OF INTEREST / ETHICS

2.05.01 Consistent with Texas Local Government Code Chapter 171 and City Code Chapter 1.10 this policy establishes high moral and ethical standards for employees that fosters trust, respect and confidence of City residents. A fair and open government requires that City business be conducted in a manner that preserves the integrity of the local government process and avoids conflicts of interest and ethical concerns.

2.05.02 Disclosure of potential conflicts is required as soon as practicable when the employee becomes aware of the potential conflict. Employees will make disclosures in writing to their Department Head and the Human Resources Department. Disclosures will include all facts about potential conflicts, to include:

- hours and days engaged in outside activities,
- the nature of the outside activities,
- the nature the financial interests, or
- a gift or gratuity, which includes:
 - the form (money, loan, entertainment, hospitality, promise, etc.), and
 - the circumstances in which the gift could be inferred as intended to influence the employee's official duties or confer a benefit for past performance of official duties.

The Human Resources Department will refer the employee's conflict disclosure to the City Attorney's office for a conflict determination assessment. The City Attorney's office will provide conflict determination assessment to the City Manager. The City Manager will review the conflict determination assessment and forward their decision to Human Resources. The Human Resources Department will reply to the employee and Department

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Head in writing the results of the conflict determination. The Employee will have 10 business days to resolve identified conflicts. A record of the conflict disclosure and determination will be kept in the employee's personnel file.

2.05.03 Outside activities. Employees may not engage in any outside employment, activity, or enterprise that is inconsistent or incompatible with City employment, job performance, or reflects unfavorably in any way upon the City. Advance approval is required for employees wishing to engage in outside employment activities.

2.05.04 Gifts and gratuities. Except for general gifts available to all employees, individual employees may not accept personal gifts or gratuities from contractors, vendors, residents or any parties conducting business with the City.

2.05.05 Financial Interest. Employees shall have no financial interest in any contract, service, or other work performed by the City, nor profit directly or indirectly from a contract, purchase, sale, or service between the City and any person or company. An employee may not:

- solicit or accept or agree to accept a financial benefit that might reasonably tend to influence their performance,
- accept outside employment or compensation that might reasonably induce an employee to disclose confidential information or would tend to impair independence of judgement while in performance of City duties,
- make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and City duties, or
- solicit or accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.

2.05.06 Financial Obligations. Employees are expected to manage their personal finances and fulfill financial obligations, including taxes and court-ordered child support. Failure to pay just debts may result in disciplinary action, particularly if it affects job performance or leads to workplace disruptions.

2.05 POLITICAL ACTIVITY

2.06.01 City employees are encouraged to participate in the electoral process and exercise their civic rights, including voting, in accordance with state and federal laws and City policies. City employees may not:

- Use their position to influence or interfere with the result of an election or nomination for office,
- Directly or indirectly coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for a political purpose,
- Be a candidate for election to the City of Fair Oaks Ranch City Council, or
- Use City resources to contribute to a political campaign.

2.06.02 Campaign materials may not be displayed on City-owned property, vehicles, or

buildings.

2.06.03 An employee's lawful political activity shall not influence decisions regarding compensation, promotions, demotions, work assignments, leave or travel requests, or any other employment-related matters.

2.06 PUBLIC RELATIONS

2.07.01 Media Inquiries. Communication with the public and media about City issues and problems is the responsibility of the Mayor and City Manager and will normally be coordinated through the Communications Department. Employees are not permitted to speak to or reply to a media inquiry without authorization from the City Manager.

2.07.02 Media Outreach. Employees are not permitted to initiate contact with journalists or media outlets, or post content on a social media site on behalf of the City without written authorization from the City Manager. Employees wishing to publicize a program or event via media outreach will coordinate their efforts through the Communications Department.

2.07.03 Emergency or After-Hours Initial Media Response. In the event of crisis or rapid development of an event and when the Communications Department, Mayor or City Manager has not been mobilized, City supervisors and above may provide a brief, initial response. An emergency response should include:

- An acknowledgment of the request,
- A brief statement of facts,
- A holding statement (if available), and
- An estimate of when a more detailed statement will be available.

Supervisors, at their soonest opportunity will report to the City Manager, Mayor and the Communications Department the initial response information that was relayed to the media.

2.07.04 Media Access to City Events. Media are entitled to access the City Hall campus to the same extent as other members of the public. Media must be accompanied by a Communications Department staff member if granted access to municipal offices or work centers not accessible by the public, conference rooms or meeting spaces that have not been noticed for a public meeting, or incident sites that are temporarily blocked off from the public by an incident commander for safety concerns or operational need.

2.07.05 The City Manager will maintain supplemental media inquiry and outreach procedures that conform to this policy.

2.8 RECORDING OF CONVERSATIONS

Electronic recording of conversations between employees or between employees and elected officials is prohibited unless all parties are aware and have expressly consented to the recording.

8.00 LEAVE

8.01 GENERAL POLICY

Leave is a benefit intended to provide employees time away from the work environment to pursue activities that will promote the wellbeing of the employee. Use of leave benefits on a regular basis is encouraged and shall not be unreasonably denied. Violations of this policy may result in disciplinary action.

8.02 DEFINITIONS

Initial Employment Period is a period of six months commencing with the employee's first day of employment.

Leave Time is either sick leave, vacation leave, bereavement leave, administrative leave, FMLA leave, or military leave. Leave time is time during normal working hours in which an employee is not in the work center and does not engage in the performance of job duties. Leave time may be either paid or unpaid.

Paid Leave is the authorized time off from work that an employee is compensated for, even though they are not actively working.

Unpaid Leave is an authorized time off from work where an employee does not receive regular wages or salary during the absence. Unpaid leave is typically used when an employee has exhausted their paid leave options.

Sick Leave is the authorized time off from work that an employee can take when they or a member of their household is ill, injured, or needs medical care such as doctor's appointments or recovery from a medical procedure.

Vacation Leave is the authorized time off from work that an employee takes for personal rest, relaxation, or travel.

FMLA is job-protected unpaid leave under the Family and Medical Leave Act.

Military Leave is job-protected leave under the Family and Medical Leave Act for eligible employees with family members in the military. It includes two types of leave: Qualified Exigency Leave or Military Caregiver Leave.

Administrative Leave is a temporary authorized absence from work. Administrative Leave can be either paid or unpaid.

Leave of Absence is an approved period of time, typically in weeks or months, that an employee takes off from work, either in paid or unpaid status.

Excused Absence is those hours or days when an employee is excused from being present during work time. Examples include vacation, sick, holiday, civil duty, etc. An excused

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absence may be with or without pay, depending on the circumstances that led to the absence.

Unexcused Absence is those hours or days when the employee is absent from regular duty without permission of their Department Head. Employees are not paid for unauthorized absences, and such absences are subject to disciplinary action. Examples include tardiness; unauthorized absence, absence resulting from detention in a county, state or federal prison, etc.

8.03 APPROVAL OF LEAVE

8.03.01 Sick and Vacation Leave must be approved by the employee's supervisor.

8.03.02 Supervisors are responsible for verifying employees have adequate leave balances before approving leave.

8.04 VACATION LEAVE

8.04.01 Vacation leave accrues at the following rate for regular full-time employees:

Length of Service	Accrual Rate (hours per pay period)	Annual Accrual
0 to 5 years of service	4.62 hours/PP	120 hours
6 to 10 years of service	6.16 hours/PP	160 hours
11 to 15 years of service	7.70 hours/PP	200 hours
16 to 20 years of service	9.23 hours/PP	240 hours
21+ years of service	10.77 hours/PP	280 hours

8.04.02 Temporary and part-time employees do not earn vacation leave.

8.04.03 Employees in unpaid leave status or on Administrative Leave will not accrue vacation leave.

8.04.04 Except for FMLA leave, employees may not be in unpaid leave status while they have a vacation leave balance.

8.04.05 Employees in workers compensation status will not accrue leave.

8.04.06 The maximum accrual balance of leave may not exceed the maximum rate of

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accrual in a two-year period. Leave will not be added to an employee's leave balance once they achieve the maximum accrual balance.

8.04.07 Vacation leave is customarily not granted during the initial employment period. Requests for leave during the initial employment period should be granted based on exceptional circumstances and will be approved by a Department Head.

8.04.08 Vacation leave must be scheduled and approved in advance. Supervisors are responsible for publishing and maintaining work center vacation schedules. A vacation leave request in excess of 10 working days must be submitted by the employee 30 days in advance.

8.04.09 Vacation leave will be charged in ¼ hour (0.25 hour) increments. Vacation leave used may not exceed the balance that has been accrued.

8.04.10 Upon voluntary separation of employment, employees will be paid the balance of unused accrued vacation leave at the hourly rate of pay the employee was earning at the time of separation.

8.05 SICK LEAVE

8.05.01 Regular full-time employees earn and may use sick leave benefits starting on their date of employment. Temporary and part-time employees do not earn sick leave. Employees using sick leave are in paid status. Sick leave accrues at the rate of 4.0 hours per pay period.

8.05.02 Employees may use sick leave when absent from work due to:

- Personal illness or physical or mental incapacity,
- Medical, dental, or optical examinations or treatments,
- Physical therapy if prescribed by a physician, or
- Illness of immediate family member or any other relative of the employee who resides in the employee's household and requires the employee's personal care and attention.

8.05.03 Employees may accumulate an unlimited balance of sick leave – there are no sick leave caps. Accumulated sick leave balances are not paid to employees upon termination of employment.

8.05.04 Requests to use sick leave for non-emergency reasons should be made and secured at least one workday in advance when possible.

8.05.05 Employees must inform their supervisor as soon as possible via phone call, text message or email that they will need to use sick leave and the expected duration of the absence. If the period of absence needs to be extended, employees must notify their supervisor not later than four hours prior to their next scheduled shift.

8.05.06 Failure to provide notice may result in the employee being placed into a leave-without-pay status. Upon returning to work and before the end of the pay period, employees

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who have been absent on sick leave must complete the required sick leave approval form.

8.05.07 Sick leave will be charged in ¼ hour (0.25 hour) increments, not to exceed the employee's normally scheduled hours for that day. The use of sick leave will not be considered hours worked in the calculation of overtime.

8.05.08 If a sick leave absence exceeds three days or if a pattern of sick leave abuse arises, a Department Head may request a written physician's note certifying the employee's illness or fitness for duty.

8.05.09 Abusing sick leave for purposes other than legitimate reasons outlined in this policy is prohibited.

8.05.10 If sick leave balances have been exhausted, employees may use vacation leave (if available) in lieu of unpaid leave.

8.05.11 When an employee is on vacation leave and an authorized reason for sick leave occurs, the employee may be granted sick leave for the duration of time needed to address the illness. Changes in leave type must be approved by the supervisor.

8.05.12 Supervisors shall notify Human Resources if an employee is absent for more than three consecutive days on sick leave or become aware of a potential FMLA eligible condition.

8.06 FAMILY AND MEDICAL LEAVE

8.06.01 General Policy.

1. The Family and Medical Leave Act of 1993 (FMLA) (including subsequent amendments) provides **eligible** employees the right to take an unpaid, job-protected leave of absence for specified family and medical reasons with a continuation of group health insurance coverage under the same terms and conditions as if they had not taken leave.
2. Eligible employees reporting back to work from FMLA leave are entitled to be returned to the same position the employee held before the FMLA leave started, or moved to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment as provided by the Act.
3. The Human Resources Department will implement FMLA leave administrative procedures consistent with this policy.

8.06.02 Family and Medical Leave – Eligibility and Qualifying Circumstances

1. In order to qualify for family or medical leave under this policy, employees must meet the minimum **conditions** in the Act.
2. The 12-month eligibility period for leave will be computed as a **rolling 12-month**

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period measured backward from the date leave is used.

3. To qualify for family medical leave under this policy, leave may be granted for any one of the ***reasons*** listed in the Act.

8.06.03 Length of Qualified Leave

Eligible employees are entitled to up to 12 weeks of leave within a 12-month rolling period for reasons defined in the Act except for military care giver leave. Eligible employees are entitled to up to 26 weeks of military care giver leave as defined in the Act, within a 12-month rolling period.

8.06.04 Employee Status and Benefits During Qualified Leave

1. Employee Status

- Should the employees' circumstances change at any time during the FMLA leave period, or if an employee has decided or is otherwise unable to return from FMLA leave, immediate notice to the Human Resources Department is required.
- The City, periodically through the course of FMLA leave, may request the employee to verify their intent to return to City employment and may require recertification or follow-up confirming the conditions of the medical qualifying event.
- The employee is responsible for providing appropriate documentation and responding to the City's requests. Failure to provide appropriate documentation may result in a denial of FMLA leave.

2. Employee Benefits

- Health Benefits
 - While an employee is on FMLA leave, the City will continue the employee's health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. All Health payments will continue to be deducted from the employee's paycheck for as long as the employee remains in paid status.
 - If an employee goes into leave without pay status, the employee must continue to pay the employee share of insurance premiums. These may be deducted, where possible, from the paycheck issued just prior to commencement of the FMLA leave or paid directly to the City. In the event advance deductions or payments are not made, premiums will be deducted from the first full paycheck upon return to work. Pay cannot be reduced below minimum wage and therefore may require more than one pay period to recover payroll deductions.
 - If at any time FMLA leave goes into unpaid status, the employee will be notified in writing and required to make the employee's share of the

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insurance premium payment. The employee will then have a 30-day grace period in which to make the payment. If payment is not made within this timeframe, the employee's health care coverage may be cancelled, provided the City notifies the employee in writing at least 15 days before the date on which the healthcare coverage will lapse.

- Supplemental Life or Supplemental Insurance (AFLAC)
 - Premiums must be paid during an employee's leave without pay.
 - Payment must be received by the first of the month by cash, personal check or credit card, or through payroll deduction. The City will not advance premiums to the carrier if those premiums are not paid timely by the employee.
 - If payment is not received by the due date, the employee must contact the carrier to determine status and continuation of coverage.
- Flexible Spending Account
 - If the employee has elected to pay into a Flexible Spending Account, the amounts specified to be withheld each pay period must be continued at the originally designated rate for the duration of leave without pay.
 - Since these deductions are withheld from pre-tax dollars, whenever possible, deductions will be made in advance of the employee going into leave without pay status.
 - If funds are not available for these deductions to be taken in advance, all amounts will be deducted from the employee's first paycheck upon return to work. Pay cannot be reduced below minimum wage and therefore may require more than one pay period to recover payroll deductions. In the event an employee does not return to work all applicable deductions will be made from the employee's final paycheck.
- 457 Deferred Compensation Plan
 - If the employee has elected to contribute to a 457 Deferred Contribution Plan, contributions will be deducted as normal while in paid status.
 - If the employee goes into leave without pay status, all contributions will be discontinued for the period of leave without pay. Upon return to work, contributions will commence at the previously designated amount.
- TMRS Contributions
 - Leave without pay can affect TRMS service credit, as time spent in a non-paid status may not be considered creditable service for retirement purposes, depending on the length and circumstances of the leave.
 - All contributions will be discontinued for the period of leave without

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pay. Upon return to work, contributions will commence at the previously designated rates.

8.06.05 FMLA - Use of Paid or Unpaid Leave

1. An employee authorized for FMLA leave must use available sick leave and personal holidays prior to using leave without pay (unpaid FMLA leave). Employees may use vacation leave prior to using unpaid FMLA leave.
2. Once an employee elects to go into a leave without pay status (unpaid FMLA leave), they cannot later change their mind and decide to intermittently or in full use their vacation leave during the FMLA leave qualifying event.

8.06.06 FMLA - Intermittent Leave or Reduced Work Schedule

1. When intermittent FMLA leave is necessary and authorized due to the serious health condition of the employee or qualified family member of the employee, the employee may take FMLA leave on an intermittent basis per processing increments of $\frac{1}{4}$ hour (0.25 hours).
2. An employee may request a reduced hours work schedule for the birth, adoption, or foster care of a child; however, reduced hour work schedule must be mutually agreed upon by both the City and employee and must be taken in a single block of time.

8.06.07 Certification of the Serious Health Condition

1. The City will use Department of Labor published forms for certification of serious health conditions.
2. If the certificate does not include all required information needed to make the FMLA leave eligibility determination, the City will contact the employee who will be responsible for obtaining the information from the health care provider within a reasonable length of time.
3. The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor selected by the City.
4. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. This third opinion will be considered final.

8.06.12 Certification of Military Related FMLA Leave

1. The City requires the employee to provide a copy of the covered military member's active-duty orders or other documentation issued by the military that indicates that the covered military member is on active-duty or called to active-duty status in support of a contingency operation, and the dates of the covered military member's active-duty service.

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2. The employee must respond to requests for certification within 15 calendar days of notice or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of FMLA leave.

8.06.12 Responsibilities

1. Employees: It is the responsibility of the employee to promptly notify his/her supervisor of the request for time off required for family or medical reasons and to produce any required medical certifications within the time limits provided by the FMLA. If the employee intends to retain or use vacation leave in FMLA status, it is their responsibility to notify payroll in advance of the payroll processing.
2. Supervisors: It is the responsibility of the supervisor to notify Human Resources immediately once they become aware of requested leave due to family or medical reasons. If an employee calls-in sick for more than three consecutive workdays, and the employee's supervisor becomes aware of a potential FMLA qualified leave, then the supervisor shall notify the Human Resources Department immediately.
3. Human Resources: It is the responsibility of the Human Resources Department to notify the employee of his/her eligibility to take a designated family medical leave of absence within five business days of the date an employee requests FMLA leave, or when notified by the supervisor.
 - The City may, where information suggests an absence is a qualifying condition, initiate FMLA leave for employees. Such FMLA leave designation shall not be declined by the employee.
 - If the supervisor is not aware of the reason for leave, or if the employee requests FMLA leave retroactively, leave may be designated retroactively only while the leave is in progress or within three business days of the employee's return to work.
 - FMLA leave will only be considered for absences dating back no more than 15 days from the date the FMLA leave was approved by the City.
 - Calls to either the supervisor or the Human Resources Department by persons other than the employee will be accepted when the employee or other person can demonstrate the employee was incapacitated due to a serious medical condition and not able to report.

8.07 EXTENDED LEAVE OF ABSENCE

8.07.01 General Policy

1. The City recognizes that there may be situations where an employee needs to take extended time away from work for personal reasons that may not be covered by sick leave, vacation leave, FMLA leave, ADA accommodations, worker's compensation or any other formal remedy.
2. Employees who have been employed by the City for at least two years may be eligible for an extended, unpaid leave of absence.
3. An extended leave of absence may be granted following the completion of a qualified FMLA leave.
4. Extended leave of absence request shall be made in writing to include a description

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of circumstances to the employee's Department Head. The request will be reviewed and may be approved by the City Manager.

8.07.02 Qualifying Extended Leave of Absence Circumstances

1. Sabbatical leave,
2. Treatment of health conditions or recovery from treatment,
3. Care for a family member with a serious health condition,
4. Education,
5. Family emergencies, or
6. Employee has not taken an extended leave of absence in the past five years.

8.07.03 Length and Employee Status During Extended Leave of Absence

1. Extended leave of absences may not exceed 90 days in duration.
2. Employees must exhaust their vacation leave before requesting an extended leave of absence and before entering unpaid status.
3. Accrued sick leave may be used and exhausted for health or health care related circumstances before entering unpaid status.
4. Employees in unpaid extended leave status may continue to receive City benefits such as Health benefits and supplemental insurance benefits so long as they pay the full premiums for said benefits (i.e. COBRA insurance coverage).
5. Employees wishing to end the extended absence leave early must give their Department Head at least two-weeks notice.
6. Upon return to work, employees will be reinstated to their position to include pay and benefits status.
7. Employment while on extended absence leave will be grounds for immediate dismissal of City employment.

8.08 EXTENDED MILITARY LEAVE

8.08.01 Employees who are qualified members of uniformed services, have applied for membership in the uniformed services, or have obligations to serve in the uniformed services may be entitled to an extended leave of absence from their City duties, without loss of time, seniority, benefits, or salary based on their uniformed services duties. The Uniformed Services Employment and Reemployment Rights Act (USERRA) and State law defines uniformed services and eligibility requirements.

8.08.02 Eligible employees may use 15 calendar days of extended military leave per year for active duty, active-duty training, or inactive duty training. This can be extended under certain conditions in accordance with USERRA.

8.08.03 Employees shall not lose pay while on extended military leave, not to exceed 15 days annually. The City will reimburse employees for any shortfall in compensation from military pay received and their monthly rate of City pay. Employees will provide the City documentation of all pay received while on extended military leave.

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8.08.04 Employees performing eligible service in the uniformed services may continue coverage under the City's health plan for up to 24 months. The City will pay the premium through the end of the first month of eligible absence and the employee, if they wish to participate, will reimburse the City for the monthly premium (i.e. COBRA insurance coverage) for the remainder of the eligible absence.

8.08.04 An employee who has been absent from their City position due to qualified service in the U.S. Armed Services is eligible for reemployment if: the employee provided advanced notice of their service to the City; the cumulative service is five years or less; the employee timely returns to work or re-applies for work after the service; and the employee's separation or dismissal from service does not disqualify the employee. Human Resources shall consult with the City Attorney about each reemployment situation.

8.08.05 Returning service members have a set period of time in which to report back to work to preserve their reemployment rights. The City will accept a verbal or written notification as application to return to their City position. Application shall be made to the Human Resources Department. Employees who served more than 180 days must provide application not later than 90 days after completing service. Employees who served more than 30 days, but less than 181 days must provide application not later than 14 days after completing service, unless it is impossible or unreasonable for the employee to do so, in which case the employee must submit application not later than the next full calendar day after it becomes possible to do so. Employees who served less than 30 days must submit application not later than the second day of the first full, regularly scheduled work period.

8.09 CIVIC DUTY LEAVE

8.09.01 Employees are granted civic duty leave with pay for jury duty, when subpoenaed to testify before a grand jury at a criminal trial, or in a civil case in which the City is a party. Any wage received for jury duty shall be remitted to the City.

8.09.02 Employees are granted one (1) hour of civic duty leave to vote in a regular or special federal, state, or local election. Employees must coordinate with their supervisors before taking civic duty leave.

8.09.03 When an employee has completed civic duty leave for the day, and the total accumulated time for civic duty and work time has not reached their normally scheduled work hours, they must report to the City for duty to complete the remaining work hours, or take vacation leave to accumulate the required paid hours. Employees who expect to be absent from work for more than one workday on civic duty leave must notify their supervisor daily and at the beginning of the workday.

8.09.04 When an employee is absent for serving as an authorized subpoenaed witness or for jury duty, if asked by a supervisor they must provide documentation of actual time served when they return to duty.

8.10 BEREAVEMENT LEAVE

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8.10.01 If an employee experiences a family member's death, the employee is authorized to take five working days of paid leave to grieve and attend to necessary arrangements. Bereavement leave will be taken in consecutive days and may not be used intermittently. Employees may be asked to provide documentation supporting a bereavement leave request and if asked they shall present it to their Department Head within five business days from the date they return to work.

8.10.02 Employees may supplement bereavement leave with additional paid or unpaid leave if extra time is needed. Additional time shall be approved by the employee's Department Head.

8.10.03 For purpose of bereavement leave eligibility, "family" is a spouse, parent, grandparent, child, grandchild, sibling, equivalent relations of a spouse (e.g. in-laws) or any person in the employee's household who was dependent on the employee for care.

8.11 ADMINISTRATIVE LEAVE

The City Manager may authorize administrative leave, with or without pay, when warranted by unforeseen circumstances not otherwise provided for in these policies.

8.10 JOB ABANDONMENT

Unauthorized absence from work exceeding three consecutive workdays without the employee notifying a supervisor or the Human Resources Department will be considered job abandonment and will be treated as a voluntary resignation. Prior to dismissal for job abandonment, the Human Resources Department will make reasonable efforts to contact the employee to determine if there are mitigating circumstances (i.e. employee is incapacitated). Exceptions due to mitigating circumstances may be approved by the City Manager.