

6.00 WORK SCHEDULES AND TIME REPORTING

6.01 GENERAL POLICY

6.01.01 The City will compensate employees for time worked in accordance with the Fair Labor Standards Act (FLSA), state law and adopted City Compensation Plans.

6.01.02 Accurate time and attendance reporting is the responsibility of the employee and the employee's immediate supervisor.

6.02 STANDARD WORK PERIODS

6.02.01 General Government employees' workweek is a seven-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the following Sunday. Normal working hours for a full-time regular General Government employee are eight-hour days, Monday through Friday for a total of 40 hours per week or 2080 hours annually. Overtime for non-exempt General Government employees accrues after 40 hours worked in a period.

6.02.02 Police Administration employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Administration employee are an eight-hour day, Monday through Friday for a total of 80 hours per period, or 2080 hours annually. Overtime for non-exempt Police Administration employees accrues after 80 hours worked in a period.

6.02.03 Police Patrol employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Patrol employee is a 12-hour rotating shift schedule, Monday through Sunday for a total of 84 hours per period, or 2184 hours annually. Overtime for non-exempt Police Patrol employees accrues after 84 hours worked in a pay period.

6.02.04 Department heads will establish duty center work schedules that best meet the needs of the City while at the same time maximizing the utility of the workforce.

6.03 OVERTIME AND COMPENSATORY TIME

6.03.01 The City recognizes the Fair Labor Standards Act (FLSA) definitions of "exempt" and "non-exempt" employees for determining mandatory overtime compensation. The Human Resources Department will classify each job description as either exempt or non-exempt according to guidelines set forth in the FLSA.

6.03.02 Exempt employees typically are paid a salary at a higher level and usually work in administrative, professional, executive or computer-related roles. Exempt employees are expected to render necessary and reasonable overtime services to the City with no expectation of additional compensation.

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6.03.03 Non-exempt employees are paid overtime pay at a rate of one and one-half times their regular hourly rate of pay for hours worked beyond:

1. 40 hours in a workweek for General Government employees,
2. 80 hours in a two-week work period for Police Administration employees, or
3. 84 hours in a two-week work period for Police Patrol employees.

6.03.04 All hours worked, including overtime, must clearly be depicted on the employee's time sheet. The employee's supervisor will validate the worked hours by signing the time sheet. Overtime hours must be approved by a supervisor before being worked.

6.03.05 Compensatory Time. Exempt employees may be granted compensatory time at the rate of one hour for each hour over their normally scheduled hours in a pay period. Compensatory time may accrue and shall not exceed a balance of 40 hours. Compensatory time may be taken in conjunction with other leave. Compensatory time balances will reset to zero hours on January 1st each year. Compensatory time accrual and usage will be approved by the employee's supervisor.

6.04 TIME REPORTING

6.04.01 Employees will accurately record their work hours using a timekeeping system designated by the City Manager.

6.04.02 Time records for non-exempt employees will reflect actual hours worked, including start and end times, lunch break start and end times, and any approved leave hours. Time entries will be rounded up or down to the nearest 15 minutes. Rounding shall be neutral and not consistently favor the City.

6.04.03 Time records for exempt employees will reflect approved leave, compensatory time earned and compensatory time used.

6.05 CALL BACK AND STANDBY

6.05.01 Call Back. Non-exempt employees required to return to work outside of their normal schedule (call back) due to emergencies or operational needs will receive a minimum of two hours of compensation, whether they physically report to the work center to resolve the issue or resolve the issue remotely, at an overtime rate of one and one-half times the hours worked due to the call back.

6.05.02 Standby. All employees in an after-hours on-call or standby status will respond to calls from dispatch or a supervisor within 15 minutes of being notified. If the employee is required to respond, either at the work center or remotely, they will be fit for duty and begin work on the issue within one hour of the call. All eligible non-exempt employees assigned to Standby By status will receive a \$124.00 lump sum flat rate fee for the assigned work week.

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6.06 BREAKS AND MEAL PERIODS

6.06.01 Employees working more than five consecutive hours **are required** to take at least a 30-minute unpaid meal break. During a meal break, employees are relieved of all duties.

6.06.02 Employees are permitted a paid rest break of up to 15 minutes for every four hours worked. Breaks should be taken in a manner that ensures continued workflow efficiency and does not disrupt operations or maintenance schedules.

6.06.03 In compliance with state and federal law, employees who need to express breast milk will be provided reasonable break time as needed. A private, sanitary space, other than a restroom, will be made available for this purpose. These breaks may run concurrently with other paid or unpaid break periods when possible.

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9.00 HOLIDAYS

9.01 GENERAL POLICY

9.01.01 A paid holiday is a day off from work, as declared by the City Council, and typically in observance of a national or religious holiday for which an employee receives their regular pay, even though they are not working. Typically, City Hall is closed and suspends all non-essential functions on paid holidays.

9.01.02 The following are normally observed as paid holidays for Regular city employees:

New Years Day	Memorial Day	Veterans Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving (2 days)
President's Day	Labor Day	Christmas Eve
Good Friday	Columbus Day	Christmas Day

9.01.03 Personal Day. Employees, at their discretion and with their supervisor's concurrence, may take one additional paid holiday at any time during the calendar year. The Personal Day is "use or lose," meaning there will be no accrual or carry over of Personal Days into future years. New employees will be credited with a Personal Day on their first day of employment.

9.01.04 To be eligible for holiday pay, an employee must be on paid status the business days before and after the holiday.

9.01.05 Part-time employees are paid for holidays based on the pro-rated number of hours they would have worked if the holiday had been a regular workday (see Chapter 4 Types of Employment).

9.01.06 Whenever a holiday falls on a Saturday the preceding Friday will be observed. If a holiday falls on a Sunday, the Monday following will be observed.

9.02 WORK DURING HOLIDAYS

9.02.01 Non-exempt employees, with the exception of law enforcement employees on a 2184 patrol schedule, who are required to work on a designated holiday will be paid one and one-half times their normal rate of pay.

9.02.02 Law enforcement employees on a 2184 patrol schedule receive eight (8) additional hours of holiday pay for each holiday within a pay period, regardless of whether they worked on the holiday. This holiday pay is not included in overtime calculations.

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9.03 HOLIDAY DURING VACATION OR SICK LEAVE

If a holiday occurs within an employee's vacation or sick leave absence, the employee will be granted the holiday and not charged for a day of vacation or sick leave.

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11.00 USE OF CITY RESOURCES

11.01 GENERAL POLICY

11.01.01 Employees are provided with tools, equipment, and resources to fulfill the City's mission. All employees must use City resources responsibly, follow safe work practices, and comply with all applicable municipal, county, state, and federal laws.

11.01.02 Accidents or incidents resulting in loss or damage to City property will be investigated to determine root causes and develop recommendations to prevent or mitigate future occurrences.

11.01.03 Decisions regarding the use of vehicles and equipment which are not explicitly stated herein will be left to the discretion of the City Manager.

11.02 DEFINITIONS

11.02.01 City vehicle is any car, van, pickups, truck or similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the City.

11.02.02 Motorized equipment includes, but not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.

11.02.03 City business is any work done by a City employee on behalf of the City.

11.02.04 Incident is an event or occurrence that disrupts normal operations or has the potential to cause harm, damage, or loss. This includes accidents resulting in injury or damage, mishaps that lead to unexpected disruptions, and near-miss events where harm or damage was narrowly avoided.

11.02.05 Mishap is an unexpected or unplanned incident that results in minor damage or inconvenience but typically does not lead to significant injury or harm.

11.02.06 Accident is an unexpected or unplanned incident, crash or collision that results in injury, illness, significant damage, or loss. Accidents often have more serious consequences than mishaps and usually require formal investigation to determine root cause and implement corrective actions.

11.02.07 Immediate Reporting is the prompt communication of any incident, including accidents, mishaps, or near-misses to the appropriate supervisor as soon as it is safe and practical to do so. The expectation is all personnel are required to report incidents without delay to ensure timely City response, mitigate risks, and facilitate accurate documentation and investigation. Immediate reporting helps protect staff and constituents, prevent further harm, and addresses potential hazards effectively.

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11.02.08 Preventable Accident/Incident is an unplanned event that occurs due to identifiable risks or hazards, which could have been mitigated, avoided, or managed through appropriate measures, such as adherence to policies, training, equipment maintenance, or proactive planning. Preventable incidents/accidents are typically attributed to errors, omissions, or negligence.

11.02.09 Non-Preventable Accident/Incident is an unexpected or unplanned event that arises either unexpectedly or despite reasonable precautions, planning, and adherence to safety protocols. Nonpreventable incidents/accidents are typically caused by factors beyond control, such as natural disasters, unforeseeable equipment failures, or actions by external parties that could not have been anticipated or mitigated.

11.02.10 IT Systems are all electronic means used to create, use, store, access and transmit information or data while conducting the City's mission.

11.02.11 Authorized User is an individual, automated application or process, or anonymous system user that is authorized to access to information systems resources by the system owner, in accordance with the system owner's procedures and rules.

11.02.12 Limited personal use is the incidental and occasional personal use of City-owned IT systems that does not compromise the security or performance of other IT systems, incur additional costs to the City, violate any policies or legal requirements, or interfere with job responsibilities or productivity.

11.03 RESPONSIBLE USE OF EQUIPMENT, VEHICLES, AND PROPERTY

11.03.01 City vehicles and motorized equipment may be driven or operated by employees who have reached the age of eighteen years of age and possess the appropriate class Texas state driver's license.

11.03.02 Employees may operate motorized equipment that they have been appropriately trained on and certified by their supervisory chain to operate. Supervisors will maintain training records for all employees authorized to operate motorized equipment.

11.03.03 City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for City operations and use only. Political or personal use of city property, materials, supplies, tools or equipment is not permitted.

11.03.04 City vehicles and motorized equipment shall be kept clean and maintained in a manner that does not increase the risk of mishaps, equipment failure or bring discredit to the City's reputation.

11.03.05 City vehicles and motorized equipment shall be operated in accordance with state laws and city ordinances.

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11.03.06 Upon termination of employment, employees must return any city property in their possession. Failure to return all city property in the employee's possession may result in a payroll deduction or legal action by the City against the employee.

11.03.07 City employees may not alter, repair, or in any way change, add to, or remove any parts or accessories of any City vehicle or motorized equipment unless approved by a supervisor. Unauthorized alterations include the placement of unauthorized stickers, decals or emblems on City vehicles or equipment. Authorized identification decals and/or emblems shall be placed on vehicles and equipment in a consistent manner.

11.03.08 City employees are only permitted to transport other City employees in City vehicles and motorized equipment unless expressly authorized by a Department Head.

11.03.09 City vehicles and motorized equipment may not be used in the conduct of purchasing, transporting, or consumption of alcohol. The exception is police department vehicles and, in their capacity, conducting official city business.

11.03.10 Employees who drive or operate City vehicles or motorized equipment shall report within 24 hours to their department heads any moving violation citations or driver's license suspensions.

11.03.11 The City will not be responsible for the payment or defense of a citation if received while on duty. The severity of a citation and/or the frequency of receiving citations may result in the disqualification of an employee from operating City vehicles or motorized equipment. This may result in disciplinary action, up to and including separation of employment if driving is an essential function of the employee's job.

11.03.12 Employees will lock their assigned vehicles when not in proximity of or unable to monitor their vehicle.

11.03.13 Employees may not use a cell phone while operating a City vehicle or motorized equipment.

11.04 INFORMATION SYSTEMS ACCEPTABLE USE

11.04.01 Information technology (IT) resources are provided to support the administration and operations of the City and should be used primarily for work-related purposes.

11.04.02 The City Manager or their designee will draft and maintain supplemental IT security and operational procedures that conform to this policy and enable the City to adapt to sudden changes and threats in the IT environment.

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11.04.03 Authorized users shall have no expectation of privacy when using City-owned IT systems. The City may monitor, audit, and access IT systems for security and compliance purposes. Personal use of IT systems should be limited and must not interfere with City administrative or business operations.

11.04.04 Security and Confidentiality. Authorized users will protect sensitive information from unauthorized access, disclosure, or modification. Passwords will be kept confidential and should not be shared or written down. Authorized users will follow security protocols and report any security incidents or suspected breaches immediately to their supervisor or IT staff. Unauthorized access, hacking, or attempting to bypass security controls is prohibited.

11.04.05 Mobile Devices. The City will consider issuing a mobile device to employees based on the nature of the employees' job responsibilities and at the discretion of the City Manager. A wireless communications allowance may be designated to employees at the discretion of the City Manager as compensation for the use of privately owned mobile devices for City business.

11.04.06 Acceptable use of IT systems includes activities directly related to job responsibilities, professional development, and limited personal use.

11.04.07 Unacceptable use of IT systems includes but is not limited to:

1. Engaging in illegal activities while using a City-owned IT system, including unauthorized software installation or copyright violations.
2. Accessing, transmitting, or storing offensive, discriminatory, or harassing content.
3. Downloading or using unapproved applications that may introduce security risks.
4. Using City-owned IT systems for personal financial gain, political campaigns, or other non-City-business-related activities.
5. Using City-owned IT systems in a manner that compromises security, reduces productivity or brings discredit to the City.

11.04.08 Software and Hardware Management. Only authorized software and hardware will be installed and used on City IT systems. Authorized users must not alter IT system configurations or install unapproved software without the IT Department's approval.

11.05 PROHIBITED TECHNOLOGIES

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Following the issuance of the Governor's directive, the 88th Texas Legislature passed Senate Bill 1893, which prohibits the use of covered applications on governmental entity devices. Pursuant to Senate Bill 1893 the City establishes a covered applications policy.

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A covered application is the social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or any entity owned by ByteDance Limited. In addition, a covered application is a social media application or service specified by proclamation of the Governor under Texas Government Code Section 620.005. A list of covered applications and social media sites proclaimed by the Governor as a covered application and identified on the Texas Department of Information Resources will be maintained by the Information Technology Department.

11.05.01 Covered Applications on City-owned or Leased Devices.

1. Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or leased devices, including cell phones, tablets, desktop and laptop computers and other internet-capable devices.
2. The City will identify, track and manage all City-owned or leased devices, including mobile phones, tablets, laptops, desktop computers or any other internet-capable device to:
 - Prohibit the installation of a covered application.
 - Prohibit use of a covered application.
 - Remove a covered application from a City-owned or leased device that was on the device prior to passage of S.B. 1893 (May 2023).
 - Remove an application from a City-owned or leased device if the Governor issues a proclamation identifying it as a covered application.
3. The City will manage all City-owned or leased mobile devices by implementing the security measures listed below:
 - Restrict access to app stores or unauthorized software repositories to prevent the installation of unauthorized applications.
 - Conduct regular security audits of City-owned or leased devices to check for compliance and vulnerability issues.
 - Maintain the ability to remotely wipe non-compliant or compromised mobile devices. Wiping a non-compliant device refers to the process of securely and completely removing data or an application from a device in a manner so that it cannot be recovered or retrieved using recovery tools or techniques.
 - Maintain the ability to remotely uninstall unauthorized software from mobile devices.
 - Regular software and security updates to City-owned mobile device or leased devices.

11.05.02 Ongoing and Emerging Technology Threats

1. To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, the IT Department will regularly monitor and evaluate additional social media applications or services that pose a risk to the City.

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2. The IT Department will annually submit to the City Manager a list of social media applications, services identified by the Texas Department of Information Resources (DIR), and covered applications prohibited by proclamation of the Governor.
 - If the Governor identifies an item on the DIR-posted list described by this section, then the City will promptly remove and prohibit the covered application.
 - The City IT Department may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

11.05.03 Covered Application Exceptions.

1. The City may permit exceptions authorizing the installation and use of a covered application on a City-owned or leased device, consistent with the authority provided by Texas Government Code chapter 620.
2. Texas Government Code Section 620.004 only allows the City to install and use a covered application on an applicable device to the extent necessary for:
 - Providing law enforcement; or
 - Developing or implementing information security measures.
3. If the City authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the City during the application's use.

11.06 ARTIFICIAL INTELLIGENCE TECHNOLOGIES

11.06.01 Employees may use Artificial Intelligence (AI) tools and platforms to enhance productivity, automate tasks, and support decision making. However, use of AI must align with City policies, state and federal laws, and security best practices.

11.06.02 Confidentiality and data protection. Employees must not enter, upload, or otherwise disclose non-public, confidential, personally identifiable, or legally protected information, including data exempt from disclosure under the Texas Public Information Act, into AI platforms, including generative AI chatbots and automated decision-making tools. Any use of AI tools must comply with City data privacy, security, and records retention policies.

11.06.03 Public Records Compliance. Employees must ensure that AI-generated outputs do not improperly disclose or misrepresent public information. AI-generated records may be subject to public disclosure requirements and must be managed consistently with City records management policies.

11.06.04 Accuracy and Accountability. Employees are responsible for verifying the accuracy and appropriateness of AI-generated content before using it in official communications, decision-making, or public disclosures. AI should not be relied upon for policy determinations, legal conclusions, or official statements.

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11.06.05 Restricted Use Cases. AI tools must not be used for processing or analyzing legally protected or sensitive information, including personnel records, legal communications, law enforcement data, or health records. AI-generated content must not be used to impersonate individuals, fabricate information, or create misleading or deceptive content.

11.06.06 Approval and Monitoring. The City Manager may implement procedural controls to restrict unauthorized AI usage.

11.07 VALID DRIVER'S LICENSE

All employees operating City vehicles or equipment or conducting City business with a personal vehicle must hold the appropriate class of Texas driver's license required for the vehicle they operate. Employees must promptly inform their supervisor of any changes to their license status or classification. Failure to maintain a driver's license in good standing may result in job reassignment, demotion, disciplinary action or dismissal.

11.08 VEHICLE INSURANCE

The City will maintain insurance coverage on all city-owned vehicles. Employees who drive a personal vehicle for city business are required to maintain the minimum auto insurance coverage required by Texas law and be able to provide proof of said coverage to any City official, on demand.

11.09 REPORTING ACCIDENTS, INCIDENTS OR INJURIES

11.09.01 All workplace accidents or incidents shall be immediately reported to Human Resources. The City Manager shall maintain efficient accident and incident reporting systems and procedures.

11.09.02 Employees will get a police report for all accidents where they were involved in an incident or accident as a driver conducting city business which resulted in either: damage to a City-owned vehicle; damage to a non-City-owned vehicle; damage to City or personal property; or injuries to any vehicle occupant or bystander involved in the accident. Police reports will be forwarded to the Human Resources Department.

11.09.03 All workplace accidents, incidents or injuries causing property damage exceeding \$1,000 and and/or the filing of a workers compensation claim shall be investigated by the Accident Investigation Advisory Board. At the discretion of the City Manager, drug and alcohol testing shall be performed on any employee involved in an accident in accordance with the Drug/Alcohol Tests policy.

11.10 ACCIDENT INVESTIGATION ADVISORY BOARD

11.10.01 The purpose of the Accident Investigation Advisory Board is to conduct thorough, unbiased investigations of reported accidents or incidents. The board is responsible for collecting evidence and documentation to determine root causes and

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contributing factors. Based on its findings, the board will establish the facts, determine whether an accident or incident was preventable or non-preventable, and provide actionable recommendations to address root causes and reduce the likelihood and impact of recurrence.

11.10.02 Final reports will be delivered to the City Manager, the Human Resources Department and the Department Head of the employee involved in the incident under investigation.

11.10.03 The Accident Investigation Advisory Board will consist of a chairperson and three members appointed by the City Manager. Board member composition may be rotated at the discretion of the City Manager.

11.10.04 Board Conflicts. Members of the board must perform their duties with impartiality and objectivity. A conflict arises when a Board member's responsibilities as part of the investigation process interferes with their role as a supervisor or manager, particularly in cases where disciplinary action is a likely supervisory outcome of the investigation. Board members shall immediately disclose potential conflicts to the board chair. The board chair will evaluate and mitigate conflicts.
