

~~6.00~~ ~~6.00~~ **WORK SCHEDULES** ~~SCHEDULES~~ AND TIME REPORTING

~~6.00~~ **ADMINISTRATIVE WORK WEEK/WORK PERIOD**

~~6.01~~ **GENERAL POLICY**

~~6.01.01~~ The official work week for City will compensate employees in departments for which separate work periods are not established is 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**

~~6.00.01~~ ~~6.02.01~~ General Government employees' workweek is a seven-day period, beginning at 12:01 A.M. Monday and ending 12:00 Midnight at 11:59:59 p.m. the following Sunday. *The definition of the work week has no meaning/impact on the determination of exempt or nonexempt status as defined by FLSA.*

~~11.00.01~~ Normal working hours for the City are a full-time regular General Government employee are eight-hour days, Monday through Friday, 8:00 AM to 5:00 PM with one hour for lunch, for a total of 40 hours per work week. A morning and afternoon paid break of 15 minutes each is usually available to each employee but this time does not accumulate if not taken week or 2080 hours annually. Overtime for non-exempt General Government employees accrues after 40 hours worked in a period.

~~6.00.02~~ Adjustments to the normal working hours of operation of various city facilities or departments may be made by the City Administrator in order to serve the public better. Some departments will be required to remain open during the noon hour, thus lunch periods may be staggered according to the requirements of the City.

~~6.00.03~~ The City Administrator and Police Chief determine the number of hours worked for their respective employees, for the compensation to be received subject to laws governing pay and working hours, and to the provisions of the City's budget.

~~6.01~~ **WORK PERIOD AND SCHEDULES - LAW ENFORCEMENT**

~~6.01.01~~ The Police Chief, in consultation with the City Administrator, establishes the work schedule for police personnel.

~~6.01.02~~ Employees of the police department will work in shifts. In accordance with the

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~~exception allowable under Section 7(k) of the Fair Labor Standards Act, the City establishes a work period of three days on and three consecutive days off for its police officers.~~

~~The official work period for police officers assigned shift work normally consists of three days with each shift consisting of twelve scheduled work hours per day for three consecutive days, followed by three consecutive days off. Each officer on each shift is allowed one hour for a meal break during the shift, during which time they must remain in their vehicle or~~ 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.

~~6.01.03—~~ 6.03.02 Exempt employees typically are paid a salary at a higher level and usually work in contact with the department, thus counting as work time.

~~6.01.04—~~ Each officer's regular hourly rate for the purpose of computing the time and one-half overtime pay rate is based on a twelve hour work day.

~~6.02 EXEMPTIONS FROM FLSA (OVERTIME COMPENSATION)~~

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~~11.00.02 Department Heads and other executive, administration, and administrative, professional employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and, 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. The salaries of these positions are established with this assumption in mind. (Legal reference: U.S. FLSA of 1982, as amended)~~

~~6.02.01 Each city job description designates whether persons hired are 6.03.03 Non-exempt from or covered by (nonexempt) the overtime provisions of the FLSA.~~

~~6.02.02 The City Administrator may review the exempt or nonexempt status of the positions and recommend a change to the Mayor and City Council.~~

~~6.03 OVERTIME WORKED/COMPENSATION~~

~~6.03.01 The City recognizes the Fair Labor Standards Act definition of “exempt” and “nonexempt” employees for the purpose of determining mandatory payments of overtime compensation. The City also recognizes while “exempt” employees may have to work beyond the standard number of hours on occasion, every effort should be made to limit the frequency with which this occurs. Exempt employees may be given comp time earned at 1.5 times the normal rate by the City Administrator in recognition of those occasions when they do work beyond the normal number of hours in a work period.~~

~~6.03.02 The policy of the City is to keep overtime to a minimum. However, employees may be required to provide services in addition to their normal work week hours, on weekends or holidays. Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA). In the City, this is 40 hours per seven-day workweek for all non-police personnel and, 12 hours per work day for police officers.~~

~~11.00.03 For non-police personnel who are covered by the overtime provisions of the FLSA, the policy of the City is to compensate at the rate of one are paid overtime pay at a rate of one and one-half times the employees their regular hourly rate for all time worked in excess of 40 hours during a given work week. For police personnel, the policy of the City is to compensate at that rate of one and one-half times the employees regular hourly rate for all time worked in excess of 12 hours during a work day. of pay for hours worked beyond:~~

~~6.03.03 Overtime work must be clearly reflected on the employee’s time sheet along with the Department Head’s signature authorizing the overtime.~~

~~6.04 HOLIDAYS WORKED~~

~~Each regular full time employee receives a specified number of paid holidays per year, as set forth in Section 9.01. If an employee, with the exception of police officers and~~

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~~scheduled duty employees, is required to work on a holiday, they will be paid at one and one-half times regular rate of pay. Holidays are not considered in the same manner as "hours worked" under FLSA for the purpose of determining when the employee has worked more than the maximum allowable hours and is therefore not subject to overtime.~~

~~6.05 LEAVE OR HOLIDAYS TAKEN AND OVERTIME~~

~~If an employee is required to work extra hours during a work week in which he or she has used sick leave, vacation leave, or any other type of leave time (including holiday time off; excluding civil duty), the employee will be paid for the extra hours at the regular straight-time rate of pay. However, if the extra hours worked are more than the number of leave time hours taken, the employee will be paid at one and one-half times the regular rate of pay for the number of extra hours worked in excess of 40 hours.~~

- ~~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.~~

~~11.016.04 TIME REPORTING~~

~~6.05.01—6.04.01 Employees must keep records of all hours worked and leave time taken.~~

~~6.05.02—Time records and leave requests must be signed by the employee and initialed by the employee's Department Head. It is recommended that these forms be completed after each days work in order to maintain an accurate and comprehensive record of actual time spent or taken.~~

~~6.05.03—Department Heads are responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to the City Accountant. Completed time sheets are maintained in the accounting department and approved leave request forms are placed in the employee's personnel file. Time sheets should be delivered by the Department Head to the City Accountant no later than 9 a.m. on the following Tuesday after the close of the work week.~~

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~~6.06~~ ~~CALL BACK/STANDBY POLICY~~

~~6.06.01~~ Certain city services require that some employees be available in a “call back” status in the evenings, over holidays, and weekends to ensure the continuity of those services. Employees who are on call back are required to wear a pager and to call within 15 minutes of receiving the page. If the employee’s presence is required, the employee must report to the trouble site within one hour of the call back. The employee who is on call back is not restricted to a specific location provided they can meet the one hour response time. Refusal to report without justification or repeated non-availability will result in disciplinary action, up to and including dismissal.

~~6.06.02~~ The call back period is from 4:30 p.m. to 7:30 a.m. Monday to Friday, and from 4:30 p.m. Friday to 7:30 a.m. Monday. While on call back status, the employee is not allowed to consume alcoholic beverages.

~~6.06.03~~ An employee who cannot work their scheduled call back duty due to vacation or holiday, is responsible for trading their duty with another employee of their department. If a trade cannot be performed, the assigned employee shall work their scheduled call back duty. If an employee cannot work their scheduled call back duty due to illness, the Supervisor will arrange the call back coverage with another employee. Appropriate notification of a call back trade must be given to the Department Head, Police Department, and Dispatch, or future trades will not be allowed.

~~11.01.01~~ When a non-exempt city employee, excluding law enforcement, is assigned call back, the work hours using a timekeeping system designated employee will be paid a minimum of 4 hours at the overtime rate when responding to a call back. Utility and police personnel scheduled to work a holiday are paid at their straight time rate 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.

~~6.06.04~~ CALL BACK All standby designated employees in the Public Works/Utilities Department receive an additional .50 cents per hour to their base pay regardless if they are assigned call back duty for a given pay period.

~~6.06.05~~ All supervisory and service personnel must furnish their Department Head a telephone number at which they can be reached during off duty hours or have ready access to a telephone which they use to respond to a page. Employees do not receive additional compensation or reimbursement for maintaining this telephone service.

~~6.06.06~~ 6.04.01 All call back/standby assignments are subject to the approval of the City

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Administrator.

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.

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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~~1.9.00~~ HOLIDAYS

- ~~-Memorial Day~~
- ~~-Columbus Day~~

~~9.009.01~~ GENERAL POLICY

- ~~-Christmas Day~~

~~9.00.01 Definition – Holidays are days designated by Council when City Hall is closed on what otherwise would be regular business days.~~

~~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 of the City of Fair Oaks Ranch::~~

- | | | |
|------------------------------|-----------------------------------|---------------------------|
| -New Years Day | -Presidents Day | -Memorial Day |
| -Independence Day | -Labor Day | -Columbus Day |
| -Veterans Day | -Thanksgiving Days (2) | -Christmas Day |

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At the employees

New Years Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving (2 days)

Christmas Eve

Christmas Day

9.01.03 Personal Day. Employees, at their discretion and with their supervisor's concurrence, may take one additional paid holiday will be granted annually to be taken at any time during the calendar year (no carryover or payment of personal holiday allowed) after their initial introductory period. Actual day to be taken must be prearranged 30 days in advance; approved by the employee's Department Head; and compatible with the established work schedule. 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.

• Employees are expected to work 9.01.04 To be eligible for holiday pay, an employee must be on paid status the last work day business days before a paid holiday and the first work day after a paid the holiday, unless a bonafide absence is approved.

• 9.01.05 Part-time employees who work at least 32 hours per week 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 an approved a holiday falls on a Saturday or Sunday, it the preceding Friday will be observed. If a holiday falls on the Friday preceding or a Sunday, the Monday following as determined by the City Administrator will be observed.

9.019.02 **WORK DURING HOLIDAYS**

• Employees 9.02.01 Non-exempt employees, with the exception of law enforcement and scheduled duty 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 enforcement employees required to work on a 2184 patrol schedule receive eight (8) additional hours of holiday or if the pay for each holiday falls on their regular day off, may request an alternate day off which shall be taken by the end of the fiscal year or the employee shall be paid within a pay period, regardless of whether they worked on the holiday at an 8-hour work day at the end of the fiscal year. This holiday pay is not included in overtime calculations.

9.029.03 **HOLIDAY DURING VACATION OR SICK LEAVE**

If an official a holiday falls occurs within a regular an employee's vacation, or approved 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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~~11.02~~11.00 USE OF CITY ~~PROPERTY~~RESOURCES

~~11.03~~11.01 GENERAL POLICY

~~4. The City attempts to provide each employee~~11.01.01 Employees are provided with ~~adequate~~ tools, equipment, and ~~vehicles for~~resources to fulfill the City job being performed, and expects each employee to observe City's mission. All employees must use City resources responsibly, follow safe work practices and safe and courteous operation of vehicles and equipment in compliance, and comply with all applicable municipal, county, and state regulations, and federal laws.

~~12~~ — All employees authorized to operate City vehicles and motorized equipment, or who operate personal vehicles on City related business, shall be subject to this policy.

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.

~~2.~~ 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 Administrator. ~~Department Heads are authorized to administer, provide guidance, and ensure compliance with this policy~~Manager.

~~12.00~~11.02 DEFINITIONS

11.02.01 City vehicle is ~~defined as~~ any car, van, ~~pickuppickups~~, truck or similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the City. ~~A City vehicle shall also include privately owned vehicles used in the conduct of City business, and for the use of which the driver is eligible to claim mileage reimbursement.~~

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

~~Driving records include the complete driving history of an employee as can be discerned from any official records.~~

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

~~Authorized personnel are defined as City employees or individuals conducting business for the City of Fair Oaks Ranch as determined by the City Administrator.~~

11.02.04 Incident is an event or occurrence that disrupts normal operations or has the potential to cause harm, damage, or loss. This

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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.

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 ~~are on-call after normal business hours.~~

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~~13~~ — ~~RESPONSIBILITIES/USE OF EQUIPMENT, VEHICLE, AND PROPERTY~~

~~3. Employees who drive City vehicles or operate motorized equipment in the course of their employment shall be required to have reached the age of eighteen years to operate City vehicles or motorized equipment, be able to operate properly and safely a City vehicle or motorized equipment, with or without accommodation, have current valid Texas driver's of age and possess the appropriate class Texas state driver's license. license in the appropriate class as established on the official description for the position, and observe all laws, ordinances, and work rules relating to the operation and care of City vehicles or~~ 11.03.02 Employees may operate motorized equipment.

~~4. Employees who are assigned equipment, vehicles, or any other city property are responsible for them and for that they have been appropriately trained on and certified by their proper use. City owned equipmentsupervisory chain to operate. Supervisors will be operated only by maintain training records for all employees who normally authorized to operate suchmotorized 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. ~~No~~Political or personal ~~or political~~ use of ~~any~~ 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.

~~5.~~ 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.

~~6.~~ 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 ~~will be placed~~ on City vehicles or equipment. Authorized identification decals and/or emblems shall be placed on ~~the~~ vehicles and equipment in a consistent manner.

~~14~~ — CITY VEHICLE USE. 11.03.08 City employees ~~who use~~ are only permitted to transport other City employees in City vehicles ~~will adhere to good stewardship practices and common sense pertaining to responsible use of vehicles.~~

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~~Employees shall adhere to the following instructions which include, but not limited to:~~

~~15 ——— Maintain appropriate cleanliness of the vehicle.~~

~~16 ——— Maintain proper oversight of operational matters.~~

~~Notify their~~motorized equipment unless expressly authorized by a Department Head.

~~17 ——— 11.03.09 _____ City vehicles and Police Department in the event of vehicle damage and/or need for repairs.~~

~~18 ——— Operate all City vehicles and personal vehicles used to conduct City business in the manner prescribed in applicable State laws and City ordinances.~~

~~19 ——— Shall not operate any City vehicle or a personal vehicle under their control for the conduct of City business in a hazardous, unlawful, or reckless manner.~~

~~20 ——— Prohibited from transporting unauthorized persons in any City vehicle without the permission of their Department Head.~~

~~21 ——— Shall not alter, repair, or in any way change, add to, or remove, any parts or accessories of any City vehicle unless proper permission is obtained.~~

~~1. The use of a City vehicle to conduct personal business is prohibited other than for incidental uses, such as stopping at a restaurant or store. However, in no case shall a City vehicle~~motorized equipment may not be used in the conduct of purchasing, transporting, or consumption of alcohol ~~other than.~~ The exception is police department vehicles and, in their capacity, conducting official city business ~~such as transporting alcohol taken into custody.~~

~~22 ——— Driver shall remain constantly aware of the public perception of, and expectation of, driver courtesy from all drivers of City vehicles. All drivers of City vehicles are expected to maintain courteous driving habits, including but not limited to, courteous yielding to other vehicles when appropriate; prudent use of the vehicle's horn; and patient and defensive driving techniques.~~

~~11.03.10 _____ Employees who are in jobs requiring the driving/operating of~~drive or operate City vehicles or motorized equipment shall report ~~any driving citation received~~within 24 hours to their department heads any moving violation citations or driver's license suspensions ~~to their Department Head within twenty four hours of the suspension or citation.~~

~~2. 11.03.11 _____ The City shall~~will not be responsible for the payment or defense of ~~such~~ a citation if received while on duty. The severity of a citation and/or the frequency of receiving citations may result in ~~disqualifying~~the disqualification of an employee from operating City vehicles or motorized equipment. This may result in disciplinary action, up to and including ~~termination~~separation of employment if driving is

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an essential function of the employee's job.

City 11.03.12 Employees will lock their assigned vehicles ~~may~~ 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 equipped~~ 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.

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 radios,~~ 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.

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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.

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.

3-1. Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or leased devices, including cell phones, weapons, and other expensive equipment; thus, when the operator is away from their vehicle, the vehicle will be locked. Tablets, desktop and laptop computers and other internet-capable devices.

23— The driver of a vehicle shall not use a cell phone while the vehicle is in motion; but will pull off the road to dial a number or participate in a conversation. The driver will not use, except in emergency situation, an electronic communication device at all if there are hazardous road or traffic conditions.

24— Avoid multiple tasks when driving, such as trying to take notes while using an electronic communication device.

25— CELL/MOBILE PHONE USE. In an effort to enhance the city's ability to maintain communication with its' employees, the City has contracted for cellular/mobile phone service. The telephones are for official business calls only. If a personal call is made/received, the employee will be responsible for payment of said call within five days of notification of amount due. Failure to pay will result in

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~~disciplinary action.~~

- ~~26 PAGERS. Public Works employees, Police Officers, and select Administration employees will be issued city pagers. Employees will pay a \$25.00 replacement cost for lost or damaged pagers due to negligence. If stolen, the employee shall write a report to the City Administrator of the circumstances and the City will replace the stolen pager at no cost to the employee.~~
- ~~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.
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

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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.

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.

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26.0011.07 VALID DRIVER'S LICENSE

~~27—All operators of city employees operating City vehicles are required to have or equipment or conducting City business with a valid State personal vehicle must hold the appropriate class of Texas driver's driver's license necessary required for that the vehicle and to keep they operate. Employees must promptly inform their Department Heads informed supervisor of any changes of status into their license. status or classification. Failure to maintain a safe driving record may be grounds for disciplinary action and/or dismissal.~~

~~7. Suspension or revocation of the driver's driver's license of an employee who is assigned as a vehicle or equipment operator may, at the City's sole discretion, be assigned non-driving responsibilities within their current department and in good standing may result in job classification, if available, may cause reassignment, demotion, disciplinary action or dismissal.~~

27.0011.08 VEHICLE INSURANCE

The City ~~maintains up-to-date will maintain~~ insurance coverage on all city-owned vehicles. Employees who drive a personal vehicle ~~on for~~ city business are required to ~~show their Department Head proof of automobile liability insurance and, to maintain up-to-date 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 . Failure to do so~~ 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

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responsible for collecting evidence and documentation to determine root causes and 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 grounds for 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 up to and including dismissal 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.

~~28~~ — REPORTING OF ACCIDENT/INJURIES

~~29~~ — Any employee operating city equipment or vehicles must report all vehicular accidents and property damage or liability claims to the Police Department and their Department Head immediately.

~~30~~ — Each vehicular accident, no matter how minor, must be reported to the Police Department so an official accident report can be filed. Failure to notify the police department immediately may result in disciplinary action. The police department must notify the City Administrator of the accident by forwarding copies of all accident reports involving city equipment or vehicles. The City Administrator will forward a copy to the employee's Department Head and, place the final, complete report in the employee's personnel file.

~~31~~ — Employees are required to report any on-the-job injuries to their Department Head immediately, even if they feel the injury is minor and does not require hospitalization or the attention of a physician. Failure to report vehicle damages and/or injuries may be cause for disciplinary action including termination.

~~32~~ — The operator of a City vehicle shall perform the following when involved in an accident:

~~33~~ — Stop immediately.

~~34~~ — Give whatever aid you can to any injured parties.

~~35~~ — Notify police immediately.

~~36~~ — Make no admission of fault or negligence to anyone. Be courteous, but do not discuss the accident with anyone except with the police officer investigating the accident, and do not sign any

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~~statement or releases.~~

~~37— Exchange name, address, insurance information, and driver's license numbers with the drivers of the other involved vehicles.~~

~~38— If on a controlled access highway, remove the vehicle from the roadway (if possible). Otherwise, unless required for safety reasons, do not move the vehicle involved until instructed to do so by a police officer. Do not move the vehicle in the event of an injury accident until directed by the police officer.~~

~~39— Immediately notify a Department Head regarding any accident involving damage to a City vehicle, private vehicle, private property or injury to a person. A "Motor Vehicle Accident Report" will be required.~~

~~40— ACCIDENT ADVISORY ACTION BOARD~~

~~41— Definitions.~~

~~**Chargeable Accident** is any accident involving a City vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question failed to exercise every reasonable precaution to prevent the accident. The preventability of an accident shall be determined from the results of the Accident Advisory Action Board.~~

~~**Non-Chargeable Accident** is any accident involving a City vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question exercised reasonable care and caution, the same care and caution that would be exercised by an ordinary and prudent man in the same circumstances as the driver, in the operation of the City vehicle or piece of motorized equipment, was aware of the impending hazard, was alert to its consequences, and took reasonable precautions to prevent or minimize the effect of the accident. The preventability of an accident shall be determined from the results of the Accident Advisory Action Board.~~

~~42— The Accident Advisory Action Board is designed to review all cases involving City vehicle and motorized equipment accidents. The Board consists of five members; Chairman, Department Head of employee involved in accident, one Police Officer, one Public Works employee, and one Administrative employee. The Chairman will be either the Police Chief, Public Works Administrator, or City Secretary who will each have this position for a four month rotational period beginning on January 1st of each year. The three members will be appointed by their Department Head and will serve from January through June or from July through December of each year.~~

~~43— Each member of the board has one (1) vote.~~

~~44— Each member of the Accident Advisory Action Board will agree to maintain the right of privacy for the accused employee and hold in confidence all allegations, facts, testimony, and evidence brought before the board.~~

~~45— Accident Case Findings. A vote is taken to determine a finding in the case, either chargeable or non-chargeable. A majority vote must determine any finding. If a majority vote cannot be obtained after subsequent discussion and votes, the Chairman makes the final decision.~~

~~46— Following a finding of "Chargeable," a discussion is held and information is presented to assign a point value to the accident. Point assessment for chargeable accidents involving a City vehicle or motorized equipment is 2 points and 0 points for a non-chargeable accident. Additional~~

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~~points are added to all "Chargeable Accidents" based on the severity of the accident as follows:~~

~~2 points—Damage to the city vehicle or motorized equipment which places the vehicle or equipment out of service for a period exceeding one (1) week.~~

~~2 points—The accident resulted in serious bodily injury, excluding death, to any person(s). ("Serious Bodily Injury" means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ)~~

~~1 point—Based on the severity of employee negligence as determined by the Board, an additional one (1) point per \$1000 of damage to the vehicle, motorized equipment or property shall be assessed.~~

~~47—Following the assessment of a point value to the accident, the Chief of Police will give the point assessment for each chargeable accident the employee was involved in during the preceding twenty-four (24) months. The Board then calculates the total point assessment for the employee in question. This total is derived by adding the point assessment for the accident under review and the point assessment for accidents the employee was charged during the preceding twenty-four (24) months. Based on the employees cumulative point assessment total, the Board recommends disciplinary action to the City Administrator as follows:~~

~~2 points——Counseling/Re-Training~~

~~4 points——One (1) day suspension without pay~~

~~6 points——Three (3) day suspension without pay~~

~~8 points——A minimum fifteen (15) day suspension without pay, the possibility of an indefinite suspension, termination or job reassignment for numerous accidents within the twenty-four (24) month period~~

~~48—Charged with Criminal Offense. Any employee charged with Manslaughter, Intoxicated Manslaughter, Intoxicated Assault, Criminal Negligent Homicide, Failure to Stop and Render Aid, or Driving While Intoxicated will be terminated.~~
