

EXHIBIT A

5.00 PAYROLL

5.01 PAYROLL AND PAYDAY PROCEDURES

5.01.01 The City's pay period is 14-days, or bi-weekly. The 14-day pay period starts at 12:00 am Monday and ends on the second Sunday at 11:59pm.

5.01.02 Pay statements are issued the Friday following the end of the pay period. Employee pay will be direct deposited on or before the Friday following the end of the pay period. Pay statements are confidential and may not be disbursed to anyone other than the employee.

5.01.03 Time sheets are due to the Finance Department not later than 9:00 am Tuesday following the end of the pay period. Supervisors are responsible for submitting accurate employee time sheets.

5.01.04 Direct deposit is a mandatory condition of employment with the City. Exceptions to direct deposit and authorization for alternative payment methods will be approved by the Human Resources Director in accordance with Texas Labor Code Chapter 61 Payment of Wages.

5.01.05 W2s will be distributed to employees not later than January 31st after the preceding tax year.

5.01.06 The City will not make payday advances or loans to employees. (Texas Constitution, Article III, Sections 51, 52, and 53)

5.02 PAYROLL DEDUCTIONS

5.02.01 Mandatory deductions will be made from an employee's pay for the following:

1. Federal income tax based on W4 elections,
2. FICA Social Security and Medicare taxes,
3. Texas Municipal Retirement System contributions,
4. The employee's portion of group medical, dental and vision insurance premiums,
5. Court ordered garnishments, and
6. Required City reimbursements.

5.02.02 Voluntary deductions may be made from an employee's pay, with the employee's consent, for the following:

1. Deferred compensation plan contributions,
2. Supplemental Life and AD&D insurance premiums,
3. Flexible spending account or health savings account contributions,
4. AFLAC supplemental benefits, or
5. Other deductions as authorized by the employee.

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5.02.03 Employees are responsible for notifying the Human Resources Department when there are changes to their family status, address, or any other factor affecting their payroll withholding or benefits status.

5.03 CERTIFICATION, STIPEND AND LONGEVITY PAY

5.03.01 Certain employees may be eligible for certification or stipend pay based on specialized certifications or specific skills proficiencies that align with the City's needs. The list of approved certifications and corresponding stipend pay will be maintained by Human Resources and reviewed and approved annually by the City Council as part of the budget approval process.

5.03.02 The City Manager will establish and maintain eligibility standards for certification and stipend pay.

5.03.03 **[Effective October 1, 2025]** Certification and stipend pay will be prorated and distributed each pay period to authorized employees based on the annually authorized amount.

5.03.04 **[Effective October 1, 2025]** Eligible employees will receive longevity pay each year on their employment anniversary date. Longevity pay will be issued as a lump sum and included in the payroll following the employee's anniversary date. The table of approved longevity pay amounts will be maintained by Human Resources and approved annually by the City Council as part of the budget approval process.

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7.00 HARASSMENT

7.01 GENERAL

7.01.01 The City is committed to promoting an environment that is free of harassment and unlawful discrimination and requires all employees to complete an annual training course on harassment. The City recognizes that harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability or genetic information, is a violation of federal and state laws. Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information. The City prohibits any harassment where:

1. Enduring the offensive conduct becomes a condition of continued employment, or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider to be intimidating, hostile, or abusive.

7.01.02 Each supervisor is responsible for maintaining their workplace free harassment. This duty includes discussing and enforcing this policy and procedure with all employees.

7.01.03 It is the responsibility of all employees to immediately report any violation or breach of harassment policies and to cooperate in any resulting investigation. Prompt notification to the City is essential. Employees will not be penalized in any way for reporting in good faith a harassment concern. The City prohibits employees from hindering an internal investigation or an internal complaint. Retaliation for harassment complaints is prohibited and is grounds for disciplinary action up to and including dismissal.

7.01.04 This policy applies to City employees, volunteers, contractors for the City, citizens, vendors, and other visitors to the workplace, work-related activities, events, conferences, travel as well as offsite city events and social gatherings.

7.02 SEXUAL HARASSMENT

7.02.01 Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a harassing nature. Such conduct includes but is not limited to the following when:

1. Submission to such sexual conduct is made a term or condition of an individual's employment,
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual (i.e., denial of a pay increase, promotion, transfer, leave of absence, imposing disciplinary action, promising to withhold disciplinary action, etc.),

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3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment,
4. Offering employment benefits in exchange for sexual favors,
5. Making or threatening reprisals after a negative response to sexual advances,
6. Leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters,
7. Using sexually offensive jokes, materials, and tricks,
8. Using verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual,
9. Suggestive or obscene letters, notes, e-mails or invitations,
10. Physical conduct such as touching (pinching, hugging, patting, or repeated brushing against another individual's body), assault, impeding or blocking movement,
11. Gifts of a sexual nature given at the workplace or at anniversary parties, retirement parties, and other work-related functions. The workplace includes conferences, workshops, and traveling on City business, or
12. Threatening retaliation for reporting sexual harassment.

7.02.02 Any of the above conduct will be considered sexual harassment if the purpose or effect unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive working environment.

7.02.03 The City does not condone any form of sexual harassment of its employees. All employees, including supervisors and Department Directors, will be subject to strict discipline, up to and including dismissal, for any act of sexual harassment they commit.

7.02.04 The creation of an intimidating, hostile, or offensive working environment may include but is not limited to such actions as persistent comments on an employee's sexual preferences or the display of obscene or sexually oriented photographs or drawings.

7.02.05 Department Directors and supervisors will be held strictly accountable to being aware of what constitutes alleged sexual harassment, that they are observant for behaviors of sexual harassment, and they educate their subordinates on proper interpersonal conduct as it relates to sexual harassment. Department Directors and supervisors will immediately report to the Human Resources Department their knowledge of any incident or suspected incident of sexual harassment and actively participate in ensuring a working environment free of sexual harassment. Failure to comply with these

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requirements will be considered a serious offense, subject to disciplinary action, including dismissal.

7.03 OTHER PROHIBITED HARASSMENT

7.03.01 In addition to the City's prohibition against sexual harassment, harassment or discrimination on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

7.03.02 Prohibited conduct includes, but is not limited to:

1. Epithets, slurs and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others and third parties as offensive are wholly inappropriate and are strictly prohibited under this policy.
2. Bullying also constitutes a form of harassment and will not be tolerated. Cursing, demeaning, and/or personal ideas will not be conveyed upon employees for any reason. Any of these are grounds for discipline up to and including dismissal.
3. Sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, cell phone or other electronic devices, social media, and/or the Internet, such as YouTube and Facebook. Harassment of any nature, when based on race, religion, color, sex, national origin, age or disability, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated.

7.04 TRAINING

All employees are required to undergo annual harassment training. Supervisors will receive additional training on how to recognize and address complaints.

7.05 MANDATORY REPORTING

7.05.01 The City requires employees to report all perceived incidents of harassment, regardless of the offender's identity or position. The report need not be in writing and can be anonymous.

7.05.02 Employees who observe or believe they are the victim of harassment must report such conduct as soon as possible to management:

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1. Supervisor or if the supervisor is the subject of the complaint, report to the Department Head, or
2. Directly to Human Resources Department.

7.05.03 Reports may be made verbally or in writing and should include as much detail as possible, including the names of those involved, dates, witnesses and descriptions of the behavior.

7.05.04 Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise his/her Department Director or their designee and they shall immediately forward the complaint/report to the Human Resource Department. A complaint form is available from Human Resources or can be downloaded from the City's Intranet site under Human Resources Department.

7.05.05 Incidents of harassment should be reported within 48 hours so the City can undertake a prompt investigation. Employee notification to the City is essential. Employees will not be penalized in any way for reporting in good faith a harassment problem. All complaints of illegal discrimination or harassment will be promptly and thoroughly investigated, and violations of the policy will be treated as serious disciplinary infractions. All complaints of sexual harassment will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information concerning it. Retaliation for harassment complaints is prohibited and is grounds for disciplinary action up to and including dismissal.

7.05.06 A harassment claim should be presented to a supervisor or appropriate Department Head. If the complaint is against the Department Head, the claim should be presented to the Human Resources Department and/or City Manager. The claim will be promptly reviewed, investigated and the complaining party will be advised within limits of the disposition.

7.05.07 A substantiated report of harassment of any kind may result in disciplinary action up to and including immediate dismissal.

7.05.08 Any employee who knowingly or maliciously makes a false harassment complaint or report will be grounds for discipline up to and including dismissal.

7.06 RETALIATION PROHIBITED

Retaliation or reprisal against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited, regardless of the outcome. Acts of retaliation must be reported immediately as set out above.

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7.07 RESPONSIVE ACTION

7.07.01 Misconduct constituting harassment or retaliation will be promptly investigated and if substantiated, the City will take prompt remedial and immediate action. Discipline, up to and including dismissal will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated or exaggerated, or when employees are untruthful during an investigation.

7.07.02 Complaint procedure for discrimination, sexual harassment and retaliation.

1. If any employee believes they are the subject of an employment action that is substantially motivated by unlawful discrimination or retaliation based on considerations of protected status (such as race, color, ethnicity, national origin, gender, sex discrimination (including sexual harassment)), age, disability, religious belief, or any other characteristic protected by state or federal law, that employee may, and should advise the offending person or persons that their behavior is unacceptable and should be stopped. Often this action will resolve the problem.
2. If such action does not resolve the concern or action is believed to be improper, then the employee should immediately report the matter to their supervisor or Department Head.
3. Employee complaints about City elected officials (Mayor or City Council) must be made in writing and filed with the City Manager and City Secretary. The City Secretary will provide a sealed copy of the complaint to the City Attorney or other outside legal counsel for the City, and to the Mayor.

7.07.03 Complaint Investigations. All reports of prohibited conduct will be investigated promptly and in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with an investigation and to maintain confidentiality. Failure to cooperate may result in discipline up to and including dismissal.

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16.00 PERSONNEL FILES

16.01 GENERAL

16.01.01 Personnel records are maintained in the Human Resources Department. Personnel files, when not directly supervised, will be kept behind a locked door and in a locked file cabinet or in a password protected, access-controlled system that restricts access to authorized personnel only.

16.01.02 The Police Department will maintain a separate file on each licensed officer as allowed by Texas Local Government Code § 143.089(g). The Police Department may keep copies of documents listed in Section 16.02 of this policy in the Police Department's licensed officer files as required by Texas Local Government Code § 143.089(a) and Texas Occupations Code § 1701.4535.

16.01.03 Medical related personnel records such as ADA accommodations, FMLA, workers' compensation claims, benefits enrollment, and disability claim records are confidential files maintained by the Human Resources department. Paper versions of these records will be kept behind a locked door and in locked storage separate from other personnel files. Electronic versions of these records must be securely stored in a password protected, access-controlled system that complies with data privacy laws and regulations and restricts access to authorized personnel only. When transmitting these records electronically, they must be encrypted using IT Department approved protocols and sent via secure methods such as encrypted email or a secure file transfer service.

16.01.04 I-9 Employment Eligibility Verification records and supporting documents in paper form will be kept behind a locked door and in locked storage separate from other personnel records. Electronic versions of these records must be securely stored in a password protected, access-controlled system that complies with data privacy laws and regulations and restricts access to authorized personnel only. I-9 related records may only be transmitted electronically after consulting the City Attorney's Office and the IT Department.

16.01.05 Unless exempted by law, some records contained in an employee's personnel file are subject to disclosure under the Texas Public Information Act.

16.01.06 Employees may examine their personnel file upon request during normal working hours at City Hall. Employees may request copies of items or materials in their file but may not remove any information from the file.

16.01.07 Department Heads may view a non-medical related personnel file of an employee under their supervision for the handling of personnel matters. The Human Resources Department will provide supervised access to the file. The file and any of its contents may not be copied, photographed or leave the Human Resources department.

16.01.08 Employees will notify the Human Resources Department of any changes or corrections to information contained in their personnel files such as home address,

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telephone number, person to be notified in case of emergency, or other pertinent information.

16.02 PERSONNEL FILE CONTENTS

The Human Resources Department will keep records of employee personnel actions in the employee's personnel files. The following documents are maintained in employee personnel files and retained in accordance with the City's records retention policies:

Personnel File Records
Job description assignments, including employment categories and work status
Compensation and benefits change records
Application for employment documents, to include resume, written application and offer letter
Training records
Election to keep certain records confidential
Performance evaluations
Awards
Disciplinary actions
Grievances
W-4 withholding certificates
Employment agreements
Policy and procedure forms requiring employee signatures
Any other relevant records relating to employment decisions

Employment Eligibility Verification Records
I-9 and supporting documents

Medical Related Document Records
Workers' compensation claims
FMLA
ADA