

3.00 HIRING PRACTICES

3.13 ELIGIBILITY FOR REHIRE

3.13.01 Former employees may be considered eligible for rehire if they left the organization in good standing, provided adequate notice, and received a satisfactory or higher rating in their final performance evaluation. Eligibility for rehire is also contingent upon the availability of a suitable position and the individual meeting the minimum qualifications for the role at the time of application.

3.13.02 Former employees who were terminated for cause, who resigned in lieu of termination, or who violated City policies or workplace standards resulting in formal discipline are ineligible for rehire.

4.00 TYPES OF EMPLOYMENT

4.01 CATEGORIES

4.01.01 The City has ~~three~~ four categories of employment:

Regular Full-Time: Regular full-time employees are individuals employed to an authorized position where the employee is scheduled to work, on average, more than 32 hours per work week. Regular full-time employees are eligible for all employee benefit programs offered by the City.

Regular Part-Time: Regular part-time employees are individuals employed to an authorized position and will be scheduled on average to work no more than 32 hours per week. Regular part-time employees are paid for holidays based on the prorated number of hours they would have worked if the holiday had been a regular workday. Regular part-time employees may be eligible to participate in the TMRS retirement program if their actual hours worked in a calendar year exceeds 1,000 hours. Regular part-time employees are not eligible for any other benefits.

Temporary: Temporary employees are individuals hired to meet seasonal demands or complete a specific project for a defined period. Their employment may not exceed 1,000 hours within a calendar year. Temporary employees are not eligible for benefits.

Unpaid Interns: Unpaid Interns are individuals engaged with the City through a professional development or career training program to gain practical experience in public service. These positions are unpaid, not eligible for employee benefits, and are not used to replace or displace authorized budgeted staff positions. Interns will work on defined projects with set schedules and may not exceed 1,000 hours of service within a calendar year with a total service not to exceed 1,500 hours. While not classified as employees, unpaid interns are covered under the City's workers' compensation program for the duration of their service.

4.01.02 The City is an "at-will" employer. Both the City and the employee may terminate the employment relationship at any time, for any reason, with or without notice unless there is a specific agreement in place that dictates otherwise.

6.00 WORK SCHEDULES AND TIME REPORTING

6.05 CALL BACK AND STANDBY

6.05.01 Call Back. Non-exempt employees required to return to the work center outside of their normal schedule (call back) due to emergencies or operational needs will receive a minimum of two hours of compensation at the overtime rate. Call back on holidays will be compensated in accordance with Chapter 9.02 Work During Holidays. Non-exempt employees who respond to emergencies or operational needs remotely without reporting to the work center will be paid for the time spent responding, rounded to the nearest quarter hour, and such hours will count toward overtime calculations per Section 6.03 Overtime and Compensatory Time., ~~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 status will receive a \$124.00 lump sum flat rate fee for the assigned work week.

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	<u>Juneteenth</u>	Thanksgiving (2 days)
Martin Luther King, Jr. Day	Independence Day	Christmas Eve
President's Day	Labor Day	Christmas Day
Good Friday	Columbus Day	
Memorial Day	Veterans 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.

10.00 HEALTH AND SAFETY

10.05 DRUG AND ALCOHOL-FREE WORKPLACE

10.05.01 The City is committed to maintaining a drug and alcohol-free workplace. Employees are prohibited from using, possessing, distributing, or being under the influence of alcohol, illegal drugs, or unauthorized controlled substances while on duty, on City premises, or when representing the City. This policy is designed to comply with all applicable laws, respect employees' privacy rights, and provide necessary support for those seeking assistance with substance-abuse related issues.

10.05.02 Privacy and Confidentiality. The City respects the privacy of its employees and will handle all matters related to drug and alcohol testing, treatment, and accommodations with strict confidentiality. Information regarding drug or alcohol testing results or participation in a rehabilitation program will only be disclosed to authorized personnel on a need-to-know basis or as required by law.

10.05.03 Mandatory Post-Accident Drug and Alcohol Testing. Employees involved in workplace accidents that result in injury requiring medical attention, ~~property damage~~, or where there is reasonable suspicion of impairment will be required to undergo drug and alcohol testing. Testing will be conducted as soon as possible following the accident. Employees will be on paid administrative leave status while awaiting the results of post-accident drug and alcohol testing. Employees who refuse testing or fail to cooperate will be subject to disciplinary action, up to and including termination.

10.05.04 Reasonable Suspicion Drug and Alcohol Testing. If a supervisor has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol while on duty, they must immediately document the observed behavior or circumstance and notify the Human Resources Department. Reasonable suspicion must be based on specific, articulable facts, such as:

1. Observable signs of impairment (e.g., slurred speech, unsteady movements),
2. Erratic or unusual behavior,
3. The odor of alcohol or drugs,
4. Possession of drugs, drug paraphernalia, or alcohol, or
5. Reliable reports or admission of use.

The Human Resources Department, after reviewing the documented observations, may proceed with testing. Employees who refuse testing or fail to cooperate will be subject to disciplinary action, up to and including termination.

10.05.05 Compliance with ADA and Other Legal Protections. The City recognizes its obligations under the Americans with Disabilities Act (ADA) and other applicable laws. Employees recovering from substance use disorders may be eligible for reasonable accommodations if they are actively participating in a treatment program and are not currently engaging in the illegal use of drugs. Requests for accommodations will be

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considered on a case-by-case basis, in accordance with legal requirements.

10.05.06 Consequences of Policy Violations. Violations of this policy, including refusal to comply or cooperate with testing requirements or failure to complete required treatment programs, may result in disciplinary action, up to and including termination. Employees who believe they have a substance abuse problem are encouraged to seek help proactively before violations occur.

10.05.07 Employee Assistance and Support. The City encourages employees to seek help to address substance use issues through Employee Assistance Programs (EAPs) or other available resources. Employees who voluntarily seek assistance before a violation occurs may do so without fear of retaliation. However, seeking assistance will not exempt employees from compliance with workplace performance and safety standards.

13.00 SEPARATION OF EMPLOYMENT

13.02 VOLUNTARY TERMINATIONS

13.02.01 A voluntary termination refers to the end of the employment relationship initiated by the employee. Voluntary terminations in good standing are received by a supervisor with appropriate notice prior to their last day of work. Non-exempt employees will give at least two weeks' notice and exempt employees will give at least four weeks' notice. The City Manager may waive any portion of the notice requirement. Except for job abandonment terminations, all employees not in their introductory initial employment period and in good standing on their last day of employment will be paid the balance of their unused vacation leave.

13.02.02 Resignation is when an employee notifies a supervisor or other City official of their intent to resign from their position. The notice can be verbal or written. In either case, the supervisor or City official will, upon notification, immediately follow up with a written response back to the employee that confirms the acceptance and effective date of the resignation. The written follow-up response will be copied to the Human Resources Department and placed in the employee's personnel file.

13.02.03 Retirement is when an employee notifies the City of their intent to end their career or long-term employment with the City based on specific eligibility requirements. A retirement notice will be given in writing to the Human Resources Department. Employees wishing to retire must give at least 30 days' written notice to the Human Resources Department.

13.02.04 Death of an employee. If an employee dies while employed by the City, the separation will be voluntary and will be effective on the date of death. Upon the death of an employee, any final wages, accrued vacation, sick leave, or other compensation owed will be paid to the employee's estate, in accordance with Texas law. The municipality will require proof of appointment of an executor or administrator, or other legally recognized documentation, before releasing such payments. Payments will comply with applicable federal and state tax reporting requirements.

13.02.05 Job abandonment results from an unauthorized absence that exceeds three consecutive workdays without the employee notifying a supervisor or the Human Resources Department. Prior to dismissal, the Human Resources Department will make reasonable efforts to contact the employee to determine if there are mitigating circumstances (i.e., employee is incapacitated). Exceptions due to mitigating circumstances may be approved by the City Manager.

13.03 INVOLUNTARY TERMINATIONS

13.03.01 An involuntary termination is when the City dismisses an employee for a justifiable reason so long as the termination is not discriminatory or illegal. The City may take an involuntary dismissal action with or without notice.

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13.03.02 For cause termination is when the City ends the employment relationship due to misconduct or a breach of performance. The Human Resources Department will prepare and deliver the written dismissal action and notice, which will contain the reasons for termination. Employees terminated for cause are not eligible for the payout of their unused vacation leave. The City Manager may approve exceptions on a case-by-case basis upon request of the terminated employee.

13.03.03 At-will termination is when the City determines it is in its best interest to end the employment relationship. The Human Resources Department will prepare and deliver the written dismissal action and notice. The at-will termination notice will not contain the reasons for termination. All employees terminated at-will who are not in their introductory initial employment period on their last day of employment will be paid the balance of their unused vacation leave.

13.03.04 Terminations due to an employee no longer being able to perform the essential functions of their job, with or without accommodation will be administered in full compliance with state and federal laws. Involuntary terminations due to inability to perform the essential functions of the job will be strictly coordinated with the City Attorney's office prior to implementation.

18.00TRAVEL

18.04 EXPENDITURES/REIMBURSEMENTS

18.04.01 Employees will be reimbursed for documented and necessary expenses or will be paid per diem. Reimbursable expenses will generally be for registration, lodging, mileage, official business telephone calls, parking, tolls, taxi, and reasonable gratuities of not more than 20% of meal charge.

18.04.02 Mileage. Employees are encouraged to use a City vehicle when driving is necessary. If a personal vehicle is used, mileage reimbursement will be at the standard-annual Internal Revenue Service mileage rate. Employees are expected to use the shortest distance between the point of departure and destination. Mileage reimbursement accumulates from the point of departure through return.

18.04.03 Lodging. The City will reimburse employees for travel-related lodging expenses during authorized work-related travel. Reimbursement for lodging will be based on the current federal daily lodging rates published by the General Services Administration (GSA) for the destination location. Lodging will be reimbursed up to the daily federal lodging rate, including allowable taxes, with receipts required. Reimbursement exceptions above the federal lodging rate may be approved on a case-by-case basis by the Department Head. Employees are encouraged to use reasonably priced accommodations. If two or more employees choose to share a hotel room or short-term rental (e.g., Airbnb or similar), each employee may be reimbursed for their pro-rata share of the total cost, not to exceed the federal lodging rate per person. All shared accommodations must be pre-approved by a Department Head and documented.

18.04.04 Meals. The City will reimburse employees for meals based on the current federal meals and incidental expenses (M&IE) rate for the destination location published by the General Services Administration. If meals are included in the cost of registration, then the City will not pay per diem for the meals provided as part of the registration. If meals are excluded, the city will reimburse at the following pro-rated M&IE daily rates: breakfast 20%, lunch 30%, and dinner 50%. Requests for per diem advances should be made at least 10 business days prior to the end of the pay period in advance of travel. If the travel does not occur the City may recover advanced per diem through a payroll deduction on the employee's next paycheck.

18.04.05 Expense Report. Within five business days of concluding authorized travel, employees must complete an expense report that documents the travel and actual expenses incurred on the trip. Department Heads will approve expense reports. Employees will submit their travel expense reports to Finance. A reimbursement check will be issued for allowable out-of-pocket expenses not already paid for by the City.