



OPERATIONS AND PROCEDURES MANUAL

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Welcome!

Welcome to the City of Glen Rose Operations and Procedures Manual

This manual serves as a comprehensive guide to the operational standards, administrative procedures, and departmental protocols that support the daily functions of the City of Glen Rose. As a Type A General Law city, Glen Rose is committed to transparency, consistency, and excellence in municipal service. This document is designed to ensure that all city staff have clear, accessible, and up-to-date information to carry out their responsibilities effectively and in alignment with the City's mission and values. Whether you are a new employee or a seasoned team member, this manual is a resource to help you navigate city operations with confidence and clarity.

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CHAPTER 1 INTRODUCTION

1.01 ADMINISTRATIVE AUTHORITY

The City Council shall establish the policy under which personnel matters are to be administered.

The City Administrator shall administer and interpret the City's Personnel Policy as it applies to their respective departments and employees. Each supervisor is responsible, within the scope of his or her authority, for enforcing the provisions of this policy and related rules and procedures regarding matters involving his or her department.

1.02 CITY ORGANIZATIONAL CHART

To maintain order within the organization, all employees must observe the established day-to-day operational chain of command, as described below. Although the City Council is not directly involved in the city's day-to-day operations, it does reserve the right to interact with all employees regarding personnel matters relating to grievances and/or appeals, provided that the proper chain of command has been followed. Instructions and communications shall be routed according to the following chain of command chart.

**Field Supervisor
Department Head
City Administrator
Mayor
City Council**

(Organizational Chart listed on the following page.)

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CHAPTER 2 RECRUITMENT AND EMPLOYMENT

2.01 RECRUITMENT

Supervisors shall notify the City Administrator when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled.

The City utilizes several methods of recruiting and selecting persons to fill vacancies:

- Promotion from within;
- Transfer from within;
- Public notice and competitive consideration of applications for employment;
- Selection from a valid current list of eligible applicants; or,
- Secure help through an employment agency.

2.02 GENERAL QUALIFICATIONS FOR EMPLOYMENT

The City maintains a job description which establishes the minimum required knowledge, skills, abilities and compensation for each position and the acceptable levels of experience and training for each.

A job applicant must:

- be at least sixteen (16) years old, for temporary or seasonal employment, or eighteen (18) years old, for regular full-time employment or if the job duties include hazards such as excavation or the operation of motor vehicles, heavy equipment, or chain saws;
- provide a valid Social Security number;
- provide a valid Texas Driver's License,

2.03 EMPLOYEE SELECTION

The City Administrator determines the selection method to be used in filling each vacancy. If the City Administrator elects to use public notice recruiting, the City Secretary shall publicly announce the job vacancy by appropriate means.

The City's primary goal is to fill vacancies with the most qualified applicants available. The supervisor shall determine the most appropriate means of evaluating applicants against job requirements to identify the best-qualified person. Reference checks, interviews, criminal history checks, citizenship or employment eligibility verification, driver's license

checks, drug screening, and/or other screening procedures may be used. Skills tests and written tests may also be used if it is determined that such are beneficial or necessary. Applicants may be required to provide any information and undergo any examinations necessary to demonstrate compliance with prescribed qualification requirements or proficiency.

An applicant shall be disqualified from consideration for employment if he or she:

- does not meet the qualifications necessary for performance of the duties of the position involved;
- has made any false statement of fact on the application, depending upon the seriousness, willfulness and applicability of the false information to the position;
- is an alien not lawfully authorized to work in the United States;
- would be in violation of the nepotism policy or laws; or
- discloses a criminal conviction which creates concerns due to a position's duties.

An applicant disqualified for any of the above reasons will be permitted to reapply after twelve (12) months have expired.

2.04 OFFER OF EMPLOYMENT

Once the selection process has been completed, a conditional offer of employment specifying the job title, classification of employment, date of employment, rate of pay, what department the employee is being assigned to, the title of the new employee's supervisor, whether or not the employee is exempt or non-exempt, and that the employment relationship is subject to the terms of the City's Personnel Policy will be signed by both the new employee and the City official extending the job offer. The original, signed offer of employment shall be submitted to the City's Human Resources Manager.

After the conditional offer of employment has been extended, the City will conduct a criminal background check and reference checks. If the information discovered during the criminal background check and reference checks doesn't match the information provided on the applicant's job application, or if some relevant new facts are uncovered which create concerns specific to the position's duties, the City reserves the right to withdraw the offer of employment. If the job offer involves a position that has been identified by the City as a safety or security sensitive position, the offer of employment will be withdrawn if the applicant fails a pre-employment drug screening.

2.05 ORIENTATION PERIOD

Before an individual begins performing assigned duties, the employee normally will be given a brief orientation session, conducted by their respective Department, or as directed by the City Administrator. The purpose of this session is to enable a new employee to understand his or her job better, as well as the position's relationship to the overall operation of the city. New employees must complete the information required by form I-9 in accordance with the Immigration Reform and Control Act of 1986 on the first day of employment.

2.06 NEPOTISM PROHIBITIONS

In order to prevent conflicts of interest, to avoid accusations perceptions of favoritism and biases and to maintain the confidentiality of restricted information, it is the policy of the City that:

(A) Applicants

- An applicant related to the City Manager by blood or marriage within the second degree according to common law shall not be employed by the City.
- An applicant related by blood or marriage within the second degree according to common law to any member of the City Council shall not be employed by the City.
- Under no circumstances will an applicant be employed in a department in which the employee may directly or indirectly supervise or be supervised by a member of the employee's immediate family. Immediate family includes spouse, parents, children, brother or sister.

First Degree:

Mother
Father
Sister
Brother
Son
Daughter

(or)
in-
law

Second Degree:

Uncle
Aunt
Nephew
Niece
Grandfather
Grandmother
Granddaughter
Grandson
1st Cousin

(or)
in-
law

- No applicant shall be hired who is related by blood or marriage within the second degree to any other City employee.

(B) Promotion

In the event of a proposed promotion of a current employee to a position where the employee would be required to directly or indirectly supervise or be supervised by a member of the employee's immediate family (see definition above), any employed family member of a person considered for promotion must agree to immediately tender written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

(C) Reorganization

In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship prohibited by this section of the policy, the lower ranking employee will be required to immediately resign employment. If both employees are of an equal rank, one of them will be required to immediately resign employment. In the event that the employees do not decide which will resign the employee with the least seniority will be deemed to have resigned. Normally, any such resignation will not be effective until ninety (90) days after the engagement, reorganization, etc., occurs.

(D) Other Restrictions

The following restrictions apply on the employment of any relative, including those defined as family members under this policy:

- No employee in the relationship will supervise, review or process the work of the other;
- The employees' relationship must not create a conflict between employees/ City interests; and
- There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the City.

Relatives will not normally be permitted to work in the same department with each other without prior written authorization from the City Manager (or designee). In addition, written authorization must also be obtained from the City Manager (or designee) to employ any relative of a current City employee.

(E) Marriage of Current Employees

In the event of a marriage between two City employees, a promotion, reorganization, or

any other situation giving rise to a relationship prohibited by Subsection B of this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified and that meets the requirements of Subsection B of this policy. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.

(F) Grandfather Clause

The City is aware that, as of the above revision date of this policy, a number of City employees are currently related, by blood or by marriage, to other City employees. These employees will be "grandfathered" under this policy, meaning they will be permitted to continue their employment with the City as long as the requirements set out in this policy are met. Please be informed that the above "grandfathered" provision is for family relationships as they exist as of the revision date of this policy. Any future changes to the family relationship and/or the employment status of the affected employee(s) will be governed by the requirements of this policy.

(G) Periodic Review

Periodically, the City Manager (or designee) will review the job descriptions and interrelationship between the affected jobs and determine whether they are in compliance with this policy. If one or more of these requirements are not met, one or both of the affected employees must immediately seek a transfer to another available position within the City for which he or she is qualified and that meets the requirements of this policy. If a suitable transfer cannot be made within ninety (90) days, one or both of the affected employees will be required to resign from employment.

(H) Application of Policy

This policy applies to all full-time, part-time and temporary seasonal employees of the City.

2.07 MEDICAL EXAMINATIONS

A person selected for initial employment or reinstatement may be required to take a medical and physical examination at City expense given by a doctor designated by the city. When a prospective employee is required to undergo a medical or physical examination, his or her employment may be contingent upon successful completion of the medical examination in relation to the standards of fitness for the position involved.

2.08 TEMPORARY APPOINTMENTS

The City Administrator may hire temporary or part-time employees in cases of emergencies or unusual or extraordinary circumstances that place demands that exceed the manpower capabilities of the City. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. The employees involved shall not acquire any status or rights in the positions to which they are temporarily appointed.

2.09 RE-EMPLOYMENT

Former employees who have left City employment in good standing shall be eligible for reemployment, provided they meet the minimum requirements and qualifications of the position, and it is in the best interest of the City. Former employees who left the City in good standing shall be granted full benefits upon returning to the City of Glen Rose within one (1) year period. Benefits for employees returning after the one (1) year period shall be the same as those of a new employee, based on the most recent date of hire.

CHAPTER 3 DISCIPLINE

3.01 TYPES OF DISCIPLINARY ACTION

Supervisory personnel are encouraged to consider the following as disciplinary transitional steps in situations requiring disciplinary action:

Verbal Warnings with records of each warning being noted in the employee's personnel file.

Written Reprimands, Supervisor must transmit through the City Administrator before placement in the employee's personnel file.

Suspension Without Pay, Reduction in Pay, Demotion, or Dismissal

Nothing herein is intended to negate the authority and responsibilities of a supervisor to take disciplinary action when appropriate, based upon the relevant circumstances, nor prohibit the supervisor from immediately discharging an employee for the first instance of gross misconduct.

3.02 WRITTEN REPRIMAND

In the interest of good discipline, an employee may be formally reprimanded in writing. The reprimand shall describe the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee's official personnel file.

3.03 SUSPENSION

In the interest of good discipline, an employee may be suspended without pay for up to thirty (30) calendar days in any one (1) calendar year. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file. When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or trial in a criminal matter, he or she may be suspended without pay for the duration of the proceedings when such suspension would be in the best interests of the City and the public. If the investigation or proceedings clear the employee, he or she shall be eligible for reinstatement with full pay and benefits restored.

3.04 REDUCTION IN PAY

In the interest of good discipline, an employee's pay may be reduced, provided it is done within reason. A notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

3.05 DISCIPLINARY DEMOTION AND DISMISSAL

In the interest of good discipline, an employee may be demoted. A notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement. An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

CHAPTER 4

PERSONNEL REPORTS

Supervisors shall be responsible for providing the Human Resources Director with all necessary employee reports and records associated with good personnel management for their Departments. Such records and reports shall include, but not be limited to, employee personal time off (PTO), attendance and overtime records, performance reports, counseling records, change of status documentation, and all types of disciplinary action.

CHAPTER 5 TRAVEL POLICY

5.01 APPLICABILITY OF TRAVEL POLICY

This policy is applicable to all City employees, contract employees, and/or elected officials, and applies to all travel on City business outside the City limits and to all travel reimbursements, subject to budget limitations and authenticated expenses.

5.02 AUTHORIZATION REQUIRED

Only the City Administrator may authorize travel leave and expenses for City business outside the City. Only the City Council may authorize travel leave and expenses for City business outside the State. All travel requests must be approved by the department head and the City Administrator prior to its occurrence, with the exception of any pre-approved classes, training and/or schools for employees that are mandated or recommended for obtaining and maintaining licenses or certification. Department Heads shall prepare a schedule outlining any anticipated travel for training purposes and submit it to the City Council for their information only. Any employee traveling on City business shall leave word with their supervisor as to where they can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose.

5.03 TRANSPORTATION

When travel is required by a city employee or elected official for approved City business, a City vehicle or personal car may be used. However, when travel does not involve an overnight stay, employees shall use a City vehicle, if available, and carpool (if more than one employee is going to the same event), unless another arrangement has been approved by the City Administrator. For travel beyond a two hundred fifty (250) mile radius of the City, air transportation is an option, but to be exercised that option first must be authorized by the City Council.

All approved transportation expenses will be reimbursed as follows:

1. When a personal vehicle is used for approved City business all travel mileage will be paid at the mileage rate established by the IRS. Detailed maps showing mileage must be submitted at least 2 weeks prior to travel plans. Parking fees will be reimbursed provided receipts are submitted for payment.
2. When a City vehicle is used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.
3. When air travel is permitted, the cost of such airfare will be prepaid or reimbursed. Additionally, reimbursement will be made for the use of rental cars or taxi or bus fares, provided such expenses are necessary and reasonable. Receipts will be required.
4. Driving time will be paid as time worked. Supervisors will receive compensatory time

at the rate of hour for hour. Driving time must be approved by the City Administrator.

5. Hourly employees will receive pay at the overtime rate of one and one-half hours per hour of driving time, provided the driving time causes the employee to exceed 40 hours per week worked. All driving time must be approved in advance by the City Administrator.
6. Personal affairs of the employee can be attended to, but only on the employee's time and with the employee bearing the additional costs of any personal travel outside the realm of the City approved travel. Mileage shown on the travel request form for advance of funds requested must be submitted at least two (2) weeks prior to travel. City vehicles will not be permitted on personal affairs alternate routes.

5.04 FOOD AND LODGING

Whenever authorized by the City Administrator, lodging expenses associated with official City business travel shall be paid with the City credit card for actual expenses incurred. Receipts will be required. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the City Administrator. The City will pay for lodging that is economical and practical that has been charged on the City credit cards with approval. Exceptions must be approved in advance by the City Administrator. Meals not covered with registration fees or otherwise paid for by the City will be covered by per diem based on fifty dollars (\$50.00) per day. Per diem request shall be turned in to accounts payable at least two (2) weeks prior to travel dates.

Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in Section 10.05 hereafter.

5.05 TRAVEL ADVANCES AND REPORTS

Employees traveling on City business may use a city vehicle, if one is available. City gas cards may be used for business travel. Mileage shall be paid at the IRS rate if a personal vehicle is used. A map with a detailed route is required. All cash advances for mileage shall be submitted to accounts payable on forms provided for that purpose, at least two (2) weeks prior to travel dates.

CHAPTER 6

DRUG FREE WORKPLACE POLICY

6.01 CONDUCTING DRUG AND ALCOHOL TESTS

A two-stage process will be used to establish positive test results. A preliminary screening will be performed on all specimens, using the "EMIT" test or a comparable process. All positive drug screens will be confirmed by the use of the gas chromatography/mass spectrometry (GS/MS) method. The finding of any of the following substances in a serum specimen at the levels shown or in greater amounts will be considered a "positive" test:

Substance	Cut-Off Level
Alcohol	0.02% weight per volume
Amphetamines	300 ng/L
Barbiturates	300 ng/L
Benzodiazepine	300 ng/L
Cocaine, Metabolites	300 ng/L
Marijuana	40 ng/L
Methadone	300 ng/L
Opiates	300 ng/L
PCP	75 ng/L
Propoxyphene	300 ng/L

6.02 EMPLOYEES ON STAND-BY OR SUBJECT TO CALL-BACK

The City recognizes that in emergencies, employees who are not designated for call-back may be requested to report for unexpected duty. The supervisor shall ask any employee who is called back for emergency duty if he or she is fit for duty. Employees who may be under the influence of alcohol or legally obtained medication must report this fact to their supervisor before reporting for duty. Based on this report, the supervisor and employee may jointly decide whether the employee may perform requested duties while under such influence. In no event, will employees reporting to emergency duty who are under the influence of drugs, alcohol or legally obtained medication be allowed to operate vehicles, machinery, or mobile equipment. Employees should decline calls for emergency duty because of off-duty use of alcohol or legally obtained drugs. In this event, the employee will not be subject to any disciplinary action or penalty.

6.03 TRANSPORTATION

In the event an employee is dismissed from his or her daily duties due to a positive drug test, the employee will not be allowed to drive to their home. If a family member or friend is unavailable to transport the employee, the supervisor and one other employee will transport the employee home.