



PERSONNEL POLICY MANUAL

Welcome!

Welcome to the City of Glen Rose workforce. You, our employee, are one the City's most valuable assets. Without the dedicated and coordinated efforts of you and your co-workers, with everyone doing their part, the services offered by the City of Glen Rose to its citizens would grind to a halt. The discipline and organization required of you and your fellow employees to provide the wide array of services expected of a municipality. This Personnel Policy influences our actions each and every workday. The provisions of this Personnel Policy enable employees to function more effectively. This Policy provides a clear picture of what is expected from you as a member of the City's workforce. All employees should become familiar with this Policy.

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CHAPTER 1 INTRODUCTION

1.01 OBJECTIVES OF POLICIES

The purpose of this policy is to bring into the service of the City of Glen Rose (hereafter, City) a high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees, with all the benefits such a program ensures.

Nothing in this policy shall be construed as restricting an employee's right to discuss the terms, status or conditions of the employee's employment position.

1.02 APPLICABILITY AND SCOPE

The Handbook policies shall apply to all City employees, provided that the provisions may vary in the case of an employee with a written employment agreement approved by the City Council. All employees must become familiar with and abide by these policies.

The City reserves the right to interpret, change, suspend, or cancel all or any part of these policies or procedures contained herein.

1.03 DISTRIBUTION AND ACKNOWLEDGEMENT

All City employees and Council Members shall be informed of the existence of this policy and each department shall keep a copy available for reference by its employees. A copy of this policy will be furnished to all employees for their personal use and reference. The City shall require that all employees sign a statement that they have been furnished a copy of the City's Personnel Policy. It shall be the employee's responsibility to become familiar with these policies.

1.04 EQUAL OPPORTUNITY POLICY

The City is an equal-opportunity employer. Discrimination against any applicant or employee because of age, race, color, religion, sex, national origin, disability, pregnancy, lactation of infant, genetics, or veteran's status is prohibited.

1.05 AMERICANS WITH DISABILITIES ACT

To ensure compliance with the Americans with Disabilities Act (ADA) and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability or perceived disability.

The City will provide reasonable accommodation to the known physical (including the effects of pregnancy or childbirth) or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position. The essential functions of each position are contained in the Job Description, which may be updated periodically.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written application on a form provided by Human Resources.

Employees who have a complaint involving harassment, discrimination, or failure to provide a reasonable accommodation on account of a medical issue, must immediately contact their immediate Supervisor, Human Resources, or the City Administrator.

1.06 POLICY CHANGES AND EMPLOYEE SUGGESTIONS

This Policy may be amended, supplemented, or superseded at any time upon approval of the City Council. In addition, the City Administrator or Human Resources Manager may conduct a review of the policy and submit any necessary or recommended changes to City Council for approval.

General and final authority for personnel administration rests with the City Administrator with the exception of matters reserved to the City Council by state law. Authority may be delegated to appropriate staff members to act on the City Administrator's behalf in the administration of this Handbook; however, the final authority on personnel decisions shall be reserved for the City Administrator. Operational changes to any policy, practice, or process will require approval by the City Administrator.

No supervisor is authorized to modify this Handbook for any employee or to enter into any agreement, oral or written.

Employees shall be notified of proposed changes to the Personnel Policy prior to their adoption. In the event of any change, each employee will be given a copy of the revised policy changes in writing as soon as possible.

CHAPTER 2 RECRUITMENT AND EMPLOYMENT

2.01 AT-WILL EMPLOYMENT

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. No representative of the City, other than the City Council, has the authority to enter into any agreement guaranteeing employment for any specific time or to make any written or oral promises, agreements, or commitments contrary to this policy. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. This Personnel Policy does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City. Nothing contained in a City Ordinance or Resolution constitutes a contract of employment, and the City has the right to change the content of City Ordinances or Resolutions related to employment matters at any time, with or without notice, and with or without cause.

2.02 RECRUITMENT

All employee recruitment activities are to be conducted in a manner consistent with the policies of the City of Glen Rose and applicable State and Federal Laws.

When public announcements of position openings within the city are used and competitive consideration will be given, the announcements are to be disseminated in the manner most appropriate for the particular position being filled, as determined by the City Administrator. The length of time during which applications will be accepted will be determined by the City Administrator in accordance with the circumstances that exist at the time.

Department heads wanting to fill job vacancies from within their departments must submit relevant information about the position to the City Administrator.

2.03 EMPLOYMENT CLASSIFICATIONS

A regular full-time employee is employed forty (40) or more hours per week, in a year-round capacity and qualifies for benefits as set forth in this manual.

A part-time employee is employed less than 1000 hours per year and does not qualify for the benefits as set forth in this Policy, except possibly the Texas Municipal Retirement System (TMRS), and only if participation is mandated by the City of Glen Rose.

A seasonal employee may be employed in either a full-time or part-time capacity, but works only during a seasonal period, not exceeding 6 months, and is not eligible for benefits as set forth in this manual.

2.04 ORIENTATION PERIOD

All employees will be required to successfully complete a three (3) month orientation period. Employees serving in the initial orientation period are subject to all policies and procedures of the City with the exception of appeal rights. Each employee serving in the orientation period is responsible for:

- (a) knowing, understanding, and meeting the expectations and standards for the position.
- (b) performing the job in a safe, productive, and effective manner within the instructions and established standards for the position.
- (c) maintaining acceptable standards of conduct.
- (d) correcting any deficiencies or inadequacies in job performance, or conduct.
- (e) The supervisor will discuss and outline performance expectations and will closely observe, evaluate, and counsel the employee regarding any performance weaknesses.
- (f) Department Heads have the ability to extend the evaluation period an additional three (3) months if deemed necessary and upon approval of the City Administrator. The City Administrator may extend the evaluation period an additional three (3) months for Department Heads if deemed necessary.

In the event the employee's job performance is deemed unsatisfactory or the employee is found to be unqualified to perform the duties of the position during the employee's probationary period, the employment relationship may be terminated by the City without any right of appeal.

All employees of the City including those serving in the initial orientation period are at-will employees and may be terminated at any time during the orientation period, with or without notice or cause. An employee serving in the initial orientation period who is terminated has no right of appeal.

2.05 RESIDENCY REQUIREMENTS

Although there are no absolute residency requirements for City employment, those employees likely to be called to work in cases of emergency may be required to reside within a reasonable commuting distance of thirty (30) minutes of the City.

2.06 PROMOTION POLICY

A promotion is the assignment of an employee from one position to another higher-level job requiring more responsibility, experience, education, technical or professional expertise and which is usually at a higher salary. The City provides promotional opportunities whenever possible and practical. The selection process may be limited to qualified City employees or such other employees that may be given preference in the application and/or consideration process. Opportunities for promotion and/or reassignment shall be maximized, with approval from the City Council being necessary prior to such promotion for those positions which are hired and fired by the City Council.

2.07 TEMPORARY PROMOTION

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee without additional compensation. Temporary promotions shall not exceed six (6) months in length without approval by the City Council.

2.08 TRANSFERS

A transfer is the reassignment of an employee from one position to another. A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the supervisor, or if interdepartmental, to the supervisors, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process.

2.09 DEMOTIONS

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less experience, education, technical or professional expertise, and which is usually at a lower salary. A demotion may be affected for either a disciplinary or non-disciplinary action. With the approval of the City Administrator, and if qualified to perform the duties of the lower-level position, an employee may be administratively demoted at his or her own request or as an alternative to layoff. Such demotions shall not be considered as disciplinary actions or to disqualify the employee involved from consideration for later advancement. Demotions, when used as an alternative to layoff, may be fully or partially rescinded at any time.

**CHAPTER 3
COMPENSATION AND PERFORMANCE EVALUATIONS**

3.01 PAY RATE

The City attempts to provide a competitive compensation and benefits program. Each employee is paid in accordance with duties and responsibilities. Periodic surveys of the labor market are conducted to maintain competitive pay.

Pay for City employees is set each year by the City Council in the City's operating budget. Employees will be paid in accordance with the City compensation plan approved by the City Council.

3.02 PAY SCHEDULE AND PROCEDURES

(a) All employees will be paid every two (2) weeks and will be paid on Fridays. When payday falls on a recognized holiday, employees will be paid the day before the holiday.

(b) Each employee shall submit a timesheet authorized by both the employee and his or her supervisor on the Tuesday morning following the end of the pay period. An explanation for any overtime that is worked will be provided on the time sheet and the supervisor will signify that the overtime was authorized. Any PTO authorizations which have not already been submitted for the pay period will be submitted with the employee's timesheet.

(c) Employees are encouraged to set up direct deposit. Pay will be issued through direct deposit or debit card.

3.03 WORK SCHEDULE

The City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week. Some of the provided services require that employees work hours other than the traditional Monday through Friday, eight (8) to five (5), work week. Management will prepare schedules at least two weeks ahead of time, unless something urgent or unforeseen arises, to provide employees an opportunity to re-arrange personal commitments to accommodate work schedules other than the traditional Monday through Friday, eight (8) to five (5), work week.

3.04 ON-CALL DUTY

Because the City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week, it is necessary that an employee be available to respond to trouble calls which may arise after normally scheduled working hours. To the extent possible, on-call duty will be divided among all properly trained field level employees. An on-call employee is authorized to trade on-call duties with another qualified employee. Employees serving as on-call for their department will receive an additional \$20 per day plus additional pay for overtime worked. A minimum of two (2) hours pay shall be paid for responses to trouble calls after normally scheduled working hours. While on-call, an employee is not

required to stay home, but must:

- (a) Keep his/her cell phone where it can be heard and answered, and
- (b) Respond to any call which requires a response within thirty (30) minutes after receiving the call.

3.05 NON-SHIFT PAY

A non-exempt employee who does not qualify for overtime pay shall receive Non-Shift Pay at a rate of one and one half (1 ½) times the employee's regular pay when the employee works unscheduled hours and it is:

- A City Holiday;
- A weekend; or
- Between the hours of 7 p.m. or 6 a.m.

This Non-Shift Pay provision does not apply to scheduled or on-call hours.

3.06 OVERTIME

Non-exempt Employees.

All employees, except supervisors, police personnel and any other employees determined by the City Administrator to be exempt are eligible to receive overtime pay in accordance with the FLSA. When practical, overtime is to be avoided.

Except in emergency situations or extenuating circumstances, overtime must be allocated in the budget and pre-approved by an employee's supervisor. Overtime shall be allocated as evenly as possible among all employees qualified to perform the work. Overtime pay, at a rate of one and one half (1 ½) times the employee's regular pay, will be paid for all time actually worked over forty (40) hours per pay week unless such employees are exempt from overtime pay. All overtime work must be clearly reflected on the employee's time records before it is paid.

Exempt Employees.

Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a work week. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner. "Docking" an exempt employee's pay for a partial day's absence will be permitted only as authorized by law and approved by the Human Resources Manager. It is the policy of the City not to make improper deductions from an exempt employee's pay. Any exempt employee who believes an improper pay deduction has been made, must immediately notify the Human Resources Manager. The City will promptly reimburse an

exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

Absent accrued paid leave time, an exempt employee will not be paid for any workweek in which no work was performed.

3.07 PERFORMANCE EVALUATION

The work performance of each regular employee shall be evaluated in accordance with appraisal procedures developed and approved by the City Administrator. An employee shall be evaluated at least annually. Special evaluations may be made if requested by the supervisor and approved by the City Administrator. Performance evaluation reports shall be on forms provided by the personnel office. All performance evaluation reports shall be permanently placed in the employee's personnel file. Employees shall be provided copies of their performance evaluation.

Performance evaluations are designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding pay increases, promotions, and retention of employees.

Evaluators shall individually discuss the evaluation results with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. An employee shall be provided an opportunity to provide a written response to an evaluation. To qualify to be attached to the evaluation and included in the employee's personnel file, the response must be submitted to the City's Human Resources Manager by the end of the third business day after an evaluator provides a copy of the evaluation to and reviews it with the employee.

3.08 MERIT INCREASES

As a reward for those employees demonstrating an evaluation rating of meets expectations, above expectations or exceeds expectations, pay increases may be proposed by supervisors and granted upon approval by the City Administrator in accordance with the compensation plan approved by the City Council and within the guidelines of the City budget. These merit increases are intended to reward outstanding personnel and as an inducement to motivate employees in their performance and productivity. Employees who received a below expectations evaluation rating will not be eligible for a merit pay increase.

3.09 LONGEVITY PAY

All longevity pay will be calculated based upon the anniversary date of continuous employment that falls during the calendar year in which the pay is calculated and paid. Longevity pay will be paid on December 1 of each year, or on the first working day following December 1.

Employees whose third-year anniversary of employment falls during the calendar year

preceding December 1st will receive three hundred dollars (\$300.00).

Employees who have been continuously employed for longer than the three (3) years described above will receive an additional one hundred dollars (\$100.00) for each additional year of continuous employment.

Longevity pay will be paid only to those employees who are on the active payroll on December 1st of each year.

3.10 INCENTIVE PAY

The City has adopted an Incentive Pay Program that provides incentive pay to employees who continue their education, increase their licensure or certification levels, obtain vocational / technical / trade skill sets, or complete other training to better serve the community, as evidenced through receipt of degrees and/or job-related certificates.

The Incentive Pay Program rewards employees who take the initiative to increase their job worth by gaining job-related knowledge, behaviors, and personal and professional skills to significantly enhance their value to their department and the City. Incentive pay is not considered an entitlement and cannot be awarded retroactively.

Degrees, licenses, or certificates received during a fiscal budget year will be rewarded with incentive pay during the first available pay period following verification by Human Resources and approval by the City Administrator. Employees may combine incentive pay programs, based upon eligibility and job applicability, toward the maximum allowed per fiscal year.

- (a) Eligibility. Full-time regular employees who are regularly scheduled to work at least 40 hours per week are eligible to participate in the Incentive Pay Program. The City Administrator is not eligible for incentive pay.
- (b) Eligible Programs. Education, licenses, and/or certifications that are considered as a minimum job requirement of a position, as determined by Human Resources, are not eligible for the Incentive Pay Program. Eligible employees qualifying for a program listed below shall, with the City's budget permitting, receive an adjustment to their base pay of \$1,200 per year for each increase in educational attainment, licensing, or certification:
 - (1) Education - Educational incentives are available to eligible employees who have completed the course curriculum prescribed and obtained a degree from an accredited college or university. The following degrees may be eligible for the educational incentive:
 - i. Associate's Degree
 - ii. Bachelor's Degree
 - iii. Master's Degree
 - (2) Peace Officer License and/or Certification - Certain peace officer licenses and

certificate programs that are not considered a minimum job requirement of the position, as determined by Human Resources, shall be eligible for a pay adjustment.

- i. Intermediate Peace Officer
- ii. Advanced Peace Officer
- iii. Master Peace Officer

(3) Water, Water Distribution, Wastewater Collection, Wastewater Plant, Municipal Court or other Municipal Licenses or Certifications (Such as Animal Control, Code Enforcement, or Texas Municipal Clerks Certification Program)

- i. Class D/Level I
- ii. Class C/Level II
- iii. Level III

(4) Vocational / Technical / Trade License and/or Certification

- i. Licensed / Registered
- ii. Journeyman / Certified
- iii. Master / Inspector

Combined incentive pay programs shall not exceed a maximum payment of \$6,000 per year to any employee.

- (c) Approval Process. Any degree, license, certificate, or other course of study that the employee believes is job-related should be discussed with the employee's Department Director for initial review for determination of job relevance. Upon completion, employees must provide appropriate documentation (i.e., official transcripts, diplomas, certificates, proof of license, and the like) of the education, license, or certification received, which is subject to verification. The department director will forward the relevant documentation to the City Administrator for final approval. The City Administrator has the discretion to determine the eligibility of any program for incentive pay.
- (d) Program Administration. Individual departments, in coordination with Human Resources and the Finance Departments, are responsible for the overall administration of the Incentive Pay Program. Department heads must provide an employee Personnel Change Form, indicating the applicable Incentive Pay Program category to the City Administrator for approval, explaining the job-related value of the completed degree, certificate, or license to the employee's department and/or the City.
- (e) A copy of the college transcript indicating the degree completed, the certificate, or the license will be attached to the Personnel Change Form (PCF), and must include the City Administrator's signature of approval. The PCF should indicate the incentive pay increase and current base pay rate for the employee's position to be processed using City prescribed procedures. A copy of all approved documents will be placed in

the employee's official personnel file.

Department heads, in coordination with the Finance Department, will be responsible for allocating funding for incentive pay payments made to employees within their respective departments/divisions. All incentive pay is subject to budget availability and may not be implemented until a subsequent budget period/year if adequate funding is not currently available.

- (f) Revocation of Incentive Pay. Should an employee fail to maintain or lose a license or certification that was rewarded with an incentive pay increase, that pay increase may be revoked, subject to a review of the circumstance by the appropriate Department Head and the City Administrator.
- (g) All employees who desire to attend training in their particular field shall sign a one (1) year agreement stating that upon completion of said training, the employee will remain with the City for at least one (1) year after training is completed. An employee who chooses to leave the City before completing the one (1) year commitment shall reimburse the City for the cost of the training received.

An employee who previously held a license or certification while employed by the City and failed to maintain or lost said license or certification shall not be eligible for incentive pay for re-acquiring said license or certification.

3.11 TERMINATION PAY

Employees who leave the service of the City shall receive all pay that may be due to them in accordance with the following:

- (a) An employee will be paid for any hours worked and for any overtime compensation or compensatory time due;
- (b) Only employees who have successfully completed their probationary period and first year of service shall be paid for earned unused PTO;
- (c) An employee may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program, or they may choose to leave their funds invested until a later date;
- (d) Any indebtedness to the City which the employee might have incurred shall be deducted from his or her final paycheck; and
- (e) If any employee passes away while employed by the City, the City shall pay his or her designated beneficiary any unpaid pay, unpaid compensatory time or overtime, unused PTO time, and accumulated benefits (medical, dental, and vision).

CHAPTER 4 EMPLOYEE BENEFITS

4.01 HEALTHCARE INSURANCE

After having been employed by the City for two months, all full-time employees are provided with medical insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides for payment of hospitalization and major medical expenses up to the limits of the policy for illness and accidental injuries off the job. Each employee will be allowed a maximum of one thousand dollars (\$1000) per month to be applied to medical, dental and vision insurance coverage for the employee and his or her family members. Additional coverage for other family members is at the option of and payable by the employee through payroll deductions at the prevailing rates. Any employee seeking additional coverage must provide proof of insurance to the HR Manager before receiving reimbursement.

4.02 LIFE INSURANCE

After having been employed by the City for two months, the City provides group life insurance coverage for all full-time employees. Coverage shall begin upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to employees is paid by the City. The provided life insurance is payable in the event of the death of an employee from any cause at any time or place while he or she is insured. Payment will be made to the beneficiary designated by the employee or estate.

4.03 WORKERS' COMPENSATION AND WAGE CONTINUATION BENEFITS

A. ELIGIBILITY FOR WORKERS' COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents or injuries occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs and other related expenses, to include possible partial salary continuation.

Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and/or injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

B. ACCIDENT AND INJURY REPORTING PROCEDURES

When an employee is injured on the job, the City's first priority is to ensure that the employee gets timely medical attention. The employee must immediately report the circumstances of the accident and/or injury to the supervisor who will direct the employee to seek medical treatment, if necessary, from the Approved Doctor List (ADL), as provided

by the Texas Department of Insurance and in compliance with the City's reporting requirements.

4.04 SOCIAL SECURITY AND MEDICARE

All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This government insurance program is financed by Social Security and Medicare taxes, which are paid through payroll deductions by the employee and matched by the City.

4.05 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program and the Federal Unemployment Tax Act (FUTA). This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee to finance this benefit.

4.06 RETIREMENT AND IN-SERVICE DEATH BENEFITS

The City is a member of the Texas Municipal Retirement System (TMRS). The purpose of this system is to provide a plan for the retirement and disability of employees of Texas municipalities. Participation in this system is compulsory for all full-time employees. Participation in the system begins upon employment with the City. The employee contributes seven percent (7%) of salary through payroll deductions into the retirement plan, with the City matching this amount on a two-to-one (2 to 1) basis.

In addition to the retirement plan, the City also provides an In-Service Death Benefit for its employees participating in the TMRS. This death benefit is payable to the designated beneficiary upon the death of the covered employee. The amount payable to the beneficiary is equal to the annual salary of the covered employee. This supplemental benefit is provided at no cost to the employee.

4.07 LONG TERM DISABILITY INSURANCE

All full-time employees are provided with long-term disability insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides monthly cash benefits to the employee if the employee becomes disabled for at least ninety (90) days. The cost of providing this insurance to the employee is paid by the City.

4.08 GROUP HEALTH CONTINUATION COVERAGE

COBRA is a federal law that requires employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee or family is responsible for paying for the cost of any such continuation coverage.

Employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct) or if an

employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when they become eligible for participation in the City's group health plan and again when a qualifying event occurs. For complete information on COBRA and the health plan, the employee should review the summary plan description or a copy of the full health plan at the Human Resource Manager's office.

4.09 MODIFIED DUTY ASSIGNMENTS

The City may modify duty assignments available to ill or injured employees who are temporarily or permanently unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another Department in the City. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's employment with the City; the employee's performance and disciplinary history.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may (1) lose the modified duty assignment, (2) be returned to leave status the employee had prior to obtaining the modified duty assignment, and (3) in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond 14 calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Human Resources Manager to the City Administrator. Only the City Administrator may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by the treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, Family Medical Leave Act (FMLA) or vacation benefits, if available.

An employee who is released for and offered modified duty by the City, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation, but may still be entitled to unpaid leave under the City's Family Medical Leave Act policy.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through the Human Resources Manager. The Human Resources Manager will work with the employee's department in making its decision whether modified duty work will be offered. Before returning to regular job duties following a modified duty assignment, the employee must provide a release from the physician to return to work, including any accommodation(s) or limitations on tasks that may be required, and coordinate the return through the Human Resources Manager.

**CHAPTER 5
ABSENCES AND LEAVES**

5.01 HOLIDAYS

The following official holidays will be observed (any additional time off from work or other holidays shall be approved by the City Council):

New Year's Day	January 1
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

In addition to the eleven (11) recognized holidays, employees receive one (1) floating holiday each calendar year. The Floating Holiday must be used by September 30th of each fiscal year. To be eligible, a new employee must complete six (6) months of service. The floating holiday must be approved by the supervisor and may not be used in less than 4-hour increments. Employees who leave employment with the City will not be paid for an unused floating holiday, nor may they schedule the floating holiday after their resignation has been submitted. Employees wishing to observe holidays other than the City's observed holidays may use the Floating Holiday or request PTO.

- (a) All regular full-time employees shall be entitled to all paid holidays.
- (b) As many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions.
- (c) Anyone required to work on a holiday will be paid for the holiday, plus the hours that are actually worked during the holiday. Work performed on a City-designated holiday will be compensated at the rate of one-and-one-half times the employee's hourly rate whether or not the employee works more than 40 hours during the pay period.
- (d) If a holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
- (e) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued PTO.

5.02 PERSONAL TIME OFF

On the first working day of employment, all regular full-time employees shall begin to accrue personal time off (PTO) for their use during that calendar year. PTO may be used at the employee's discretion with prior approval of the supervisor.

- (a) Upon completion of their three-month probationary period and during their first twelve (12) months of employment, new employees shall be granted forty-eight (48) hours PTO.
- (b) Following twelve (12) months of continuous employment, all full-time employees, except temporary or seasonal employees, shall be eligible to take one hundred and forty-four (144) hours PTO that year.
- (c) Following twenty-four (24) months of continuous employment, all full-time employees, except temporary or seasonal employees, shall be eligible to take one hundred and eighty-four (184) hours PTO per year.
- (d) Following one hundred and twenty (120) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and twenty-four (224) hours PTO per year.
- (e) Following one hundred and eighty (180) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and sixty-four (264) hours PTO per year.
- (f) Two hundred and sixty-four (264) hours is the maximum PTO accumulation regardless of tenure.
- (g) PTO may be accumulated up to two hundred and forty (240) hours into a PTO "Bank" to carry over from year to year. No more than two hundred and forty (240) hours PTO may carry over. Any accumulated PTO hours exceeding two hundred and forty (240) hours will be lost by the employee each year on the employee's anniversary of hire date. The City will compensate an employee for up to, but no more than, forty (40) PTO hours lost due to this provision at a rate of fifty percent of the value of the lost hours.
- (h) Part-time, seasonal, and temporary employees are not eligible for PTO.
- (i) Rules regarding PTO:
 - (1) All regular full-time employees shall be eligible to take PTO when accumulated.
 - (2) PTO shall be taken in minimum increments of 1 hour.
 - (3) The work calendar will be considered by a supervisor prior to granting PTO requests for extended time off. NOTE: PTO requests may not be granted in some cases.
 - (4) Employees who are laterally transferred, promoted, or demoted shall retain all accrued PTO.
 - (5) PTO may not be transferred between employees.
 - (6) An employee must give twenty-four (24) hours' notice to his/her Supervisor for scheduled time off.
 - (7) An employee must give one (1) hour notice to his/her supervisor for unscheduled time off.
 - (8) An employee must give five (5) workdays' notice to his/her Supervisor for time off exceeding three (3) days. A physician's release will be required if an employee is out for more than three (3) consecutive days without having received prior approval for the absence.
 - (9) All PTO must be approved by an employee's supervisor in writing.
 - (10) PTO shall not be sold back to the City, except as provided in (g) above.
 - (11) Upon separation from the City, employees shall be compensated for

accrued PTO.

- (12) PTO cannot be used during periods of unpaid leave for disciplinary action against an employee.
- (13) When absence from employment exceeds the amount of PTO earned and authorized, the pay of an employee shall be discontinued until he or she returns to work.

5.03 BEREAVEMENT LEAVE

All regular full-time employees may be granted leave with pay to attend a funeral and handle the necessary family details in case of death in their immediate family or other relative living in the same household, limited to three (3) days per event. This leave will not be charged as PTO. Part-time, seasonal, and temporary employees may be granted days of leave without pay in such cases. Immediate family, for this purpose, shall be defined as an employee's husband, wife, son, daughter, grandchild, mother, father, mother-in-law, father-in-law, grandparents, brother, or sister.

5.04 JURY DUTY

The City encourages employees to do their "civic duty" if called for jury duty. The City provides paid leave to regular full-time and regular part-time employees required to serve on jury duty or requested to testify as a witness by the City in a City-related civil, criminal, legislative, or administrative proceeding. Court appearances for testimony, investigation, and court preparation as a result of official duties as a City employee (e.g., police, fire, inspections, animal control, etc.) are compensated as actual hours worked and are not classified as paid leave. In all other cases, employees are required to schedule accrued vacation, holiday or compensatory leave; otherwise, a nonexempt employee's time off to testify will be considered a leave without pay.

The employee must provide documentation of the requirement for jury duty, subpoena compliance, etc., with the leave request. Employees provide the copy of the jury duty notice to their supervisor as soon as possible so that arrangements can be made to accommodate the absence.

An employee who is on jury duty typically must report for City duty for the remainder of the day upon completion of court or jury service, or request approval for use of other available paid time off. Any payment for jury duty received by the employee may be retained by the employee.

Jury duty leave is paid at the employee's base rate at the time of leave and does not include overtime or any other special forms of compensation.

5.05 MILITARY LEAVE

Full-time employees of the City who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties for up to fifteen (15) days in any one calendar year, without loss of vacation time or salary, to be used for all days during which they are

engaged in authorized training or duty. Requests for approval of military leave must be accompanied by copies of the relevant military orders. Military leave in excess of fifteen (15) days will be charged to vacation leave or leave without pay. Upon return from the training, the employee must furnish a statement from the commanding officer showing the military earnings while at camp. The statement will be forwarded to the payroll office so that the difference in weekly earnings and military pay may be paid to the employee. In the event the employee received full salary from the City in advance, military earnings while at camp will be deducted from a subsequent check.

Full-time employees of the City who enter active duty with the State Military Forces or with the Armed Forces of the United States are entitled to be restored to employment subject to the provisions of the law upon honorable release from active duty, provided an appropriate position is available.

5.06 ADMINISTRATIVE LEAVE WITH PAY

- (a) Employees on duty on the date of any national, state, or local election and who are eligible to vote in such election shall be granted time off without loss of pay or benefits to exercise this right if they cannot reach their polling place outside of working hours before they close. Evidence of voter registration and voting may be required by the supervisor.
- (b) Employees who make donations of blood without receiving compensation for it will be excused from duty without loss of pay or benefits. Employees will be excused for such time as is necessary to make blood donations and to recuperate, if needed. The excused absence will not exceed four (4) hours and will be authorized for only the day of the donation.
- (c) The City Administrator may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, or civic function or meeting, or for purposes of coordinating with governmental and private agencies in the interest of the city.

5.07 AUTHORIZED LEAVE WITHOUT PAY

In circumstances not falling within other provisions of these rules, the City Administrator may authorize an employee to take leave without pay under mutually agreeable terms and conditions. Employees taking leave without pay shall not lose or gain seniority. All employee PTO and health benefits will remain in effect during periods of authorized leave without pay.

5.08 ABSENCE WITHOUT LEAVE

An employee failing to report to work or remain at work as scheduled without proper notification to his or her immediate supervisor and obtaining authorization or excuse has committed a serious offense and shall not be paid for the time involved. Absence without leave constitutes abandonment of duties and may result in severe discipline, up to and including discharge. In cases where the employee is discharged for absence without leave, the discharge shall be considered to be “not in good standing.”

5.09 DOCTOR'S RELEASE REQUIRED

An employee who has missed more than three days of work due to an illness, injury, surgical procedure, or some other medical condition, before returning to work, shall provide the City's Human Resources Manager with a doctor's release signed by the attending physician indicating the employee is fit to return to full duty. If the doctor releases an employee for "light duty," depending upon the qualifications associated with that "light duty" release and the normal demands of an employee's job, management will determine whether or not an employee will be allowed to return to work. If the employee is deemed temporarily unable to return to his/her regular job, and the City has a vacant position which could be fully performed under the "light duty" restrictions that have been imposed, and the employee is qualified to perform the duties of the vacant position, an accommodation may be made. The City has no obligation to create a position for an employee who is unable to perform his/her normal job duties.

5.10 INCLEMENT WEATHER

The Public Works Director will check the City streets and inform the Mayor and City Administrator of the conditions of the streets, and the Mayor and the City Administrator shall make a final decision on whether or not the City offices shall have delayed opening or be closed all day due to inclement weather. Employees will be paid for hours closed due to inclement weather.

CHAPTER 6 EMPLOYEE CONDUCT

6.01 ATTENDANCE AND WORK HOURS

All employees are expected to report to work as scheduled and to work their scheduled hours and overtime, if necessary. Employees shall be at their place of work in accordance with the City and departmental policies and regulations. Supervisors shall establish work schedules and maintain daily employee attendance records.

Regular Work Hours

Non-exempt employees of the City typically work 40 hours in a seven-day workweek. Exempt employees may be required to work in excess of 40 hours in certain weeks. The typical workday begins at 8:00 a.m. and ends at 5:00 p.m., although employees in some departments may have different work schedules. In times of disaster or emergency, working hours shall be determined by the City Administrator.

Adjustment to Work Hours

At times, Department Directors may need to establish other operating hours for their departments, and work hours and work shifts may be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgment that changing shifts or work schedules may be required and indicates that the employee will be available to do such work.

Attendance Records.

Employees are expected to be at their workstations and ready to work at their scheduled start time. Employees are required to record the number of hours worked each day, as well as the time they arrived to work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day.

Attendance and Punctuality.

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Regular job attendance is an essential function of every job. Excessive absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify the supervisor by phone as soon as possible in advance of the anticipated tardiness or absence in accordance with departmental procedures. The employee must personally notify the supervisor on each day of absence for absences of a day or more unless the supervisor expressly waives this requirement. An employee who does not personally reach the supervisor by phone must leave a detailed message with the information described above. Should the employee have an illness/accident that prevents the employee from notifying the supervisor, a relative or friend should make the call.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action up to and including termination. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

6.02 WORK STANDARDS

It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in his or her work for the City. Supervisors shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee should become a problem, the employee's supervisor should point out the deficiencies at the time they are observed and take appropriate action. Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires it. Supervisors shall document such counseling in the employee's personnel file.

6.03 SAFETY

Each employee is required to adhere to all safety procedures set forth by the city, State, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate supervisors and to inform their supervisor of any on-the-job injury or accident. Supervisors shall be responsible for preparing and promulgating safety procedures applicable to all personnel and operations under their control.

6.04 POLITICAL ACTIVITIES

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- (a) Employees shall refrain from publicly using their positions for or against any candidate for public office in any jurisdiction.
- (b) No employee, while on duty, shall take an active part in any political campaign of another person for an elective position of the City. The term "active part" means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about the candidates.
- (c) Employees may not be required to contribute money, labor, time or any other valuable thing to any person for City election purposes.
- (d) No employee may hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment, with or without remuneration. An employee considering accepting an appointment or running for office should consult, in advance, with the Human Resources Director.

6.05 SOLICITATION

Solicitation of contributions or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with express approval of the City Administrator. No employee may be required to make any contribution or may be penalized or rewarded in any way in connection with his or her employment according to his or her response to the solicitation.

6.06 OUTSIDE EMPLOYMENT

Although outside employment is not expressly prohibited by the City, employees who work other jobs on their own time must remember that their first responsibility is to the City. If a second job leads to excessive absenteeism, tardiness, conflicts with a department's regular or on-call duty schedule, or poor performance, the employee may be asked to choose between the two jobs. All employees with secondary employment, including self-employment, must report this on a form available in the (??) office. The Department Head shall determine if the outside work creates a conflict.

6.07 PERSONAL APPEARANCE AND DRESS CODE

As representatives of the City, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. Employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner appropriate to the particular job being performed.

City Dress Code

The City of Glen Rose wishes to provide a work environment that is free of safety hazards, and offensive behavior and harassment of any kind. The need for proper appearance from all staff is necessary.

The appearance standards required of employees will vary according to the nature and duties of their positions. No dress code can cover all contingencies, so employees must use a certain amount of judgment in their choice of clothing to wear to work. If an employee is uncertain about acceptable attire for work, he/she should ask his/her supervisor and/or department head. The following dress code guidelines are expected from all employees.

- a) Clothing should be worn and fit in such a manner that it does not expose the abdomen, cleavage, back or buttocks areas.
- b) Clothing needs to portray a professional image and should be free of sexually related references, nude or semi-nude pictures, profanity, offensive material or suggestions or promotions of illegal drug use, beer or tobacco.
- c) Body piercing jewelry shall only be worn on the ear. Spacers, gauges and/or stretching the ear beyond a conventional piercing is not acceptable.

- d) Tattoos, body art and/or branding on the skin shall not be visible on the face, neck or hands and shall not contain potentially offensive words, terms, logos, pictures, cartoons, or slogans.
- e) Clothing should be in good repair, not to be excessively torn, worn, frayed, dirty or visibly patched and all seams must be finished.
- f) The following clothing is not acceptable at any time: spandex, bare feet, tank tops or spaghetti strap tops, halter tops, beachwear, shorts, bib overalls or other form fitting pants, work-out attire, sexually provocative clothing, the observable lack of undergarments or exposed undergarments, flip-flops, or slippers, or distracting, offensive or revealing clothing.
- g) Excessive makeup and/or excessive use of perfumes/colognes are unprofessional.
- h) Hair should remain well-groomed and professional.
- i) Facial hair for men is allowed and should be neatly trimmed.

City Office Business Attire Standards

Slacks and Pants: Slacks, pants and jeans should maintain a clean appearance with no holes, rips or similar damage that exposes skin. All employees who choose to wear jeans must abide by the business dress policy and maintain a professional appearance.

Skirts and Dresses: Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be appropriate in a business setting.

Shirts, Tops, Blouses and Jackets: Button-down shirts, dress shirts, blouses, polo-type shirts, golf shirts, sweaters, tops and turtlenecks are acceptable attire for work if they contribute to the appearance of a professional environment. Most suit jackets or sport coats are also acceptable for the office. Tank tops and similar bare-shoulder designs may only be worn when accompanied by a jacket, cardigan, or dress sweater. Special event, occasion, school or organization T-shirts may be worn when approved by the Department Head.

Shoes and Footwear: Shoes and footwear should provide sufficient design & support so as not to interfere with an employee's work. Conservative walking shoes, dress shoes, loafers, boots, flats, dress heels, dress sandals, and open-toe shoes are acceptable for work. Athletic shoes are permitted to be worn in the office; however, they must be conservative in color and design. Flip-flops, crocs and slippers are not acceptable in the office.

6.08 BREAKS

The City may allow rest breaks as authorized by an employee's immediate supervisor during each workday.

Rest Breaks

At the discretion of their supervisor, full-time employees may take up to two fifteen-minute paid breaks each day, one during the first part of the work day and the other during the latter part of the work day. Ideally, breaks should be taken between 10:00 – 10:30 a.m. and 3:00 – 3:30 p.m. Breaks will not be granted at the start of the work day, immediately before or after meal breaks, or immediately before the end of the work day. Rest breaks shall be taken at convenient times without leaving an employee's duties or telephone unattended.

Breaks may not be combined. Time spent on rest breaks will be compensated as hours worked. An employee is expected to be punctual in starting and ending breaks and may be subject to disciplinary action for tardiness.

Meal Breaks

Unless otherwise authorized by the employee's supervisor, employees who are expected to be available for duty between 8:00 a.m. and 5:00 p.m. (or similar) shall be provided with a one-hour unpaid meal break. Employees working more than six (6) consecutive hours in a day will be provided with a 30-minute unpaid meal break. The supervisor will determine the scheduling of employee meal periods to facilitate serving the public and permitting efficient department operations. Supervisors will provide employees with their specific meal periods' starting and ending times. Employees will be relieved from work responsibilities during unpaid meal breaks.

Lunch periods shall not exceed one (1) hour in length except for approved business lunches, in which case the employee shall return to work within a reasonable time upon completing the business lunch. City vehicles will not be allowed out of the City limits for employee lunch breaks.

Lactation Break

Nursing mothers will be provided with reasonable break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. Nursing mothers may be granted an additional break period in the morning and afternoon if needed. If an employee needs additional lactation break time -- beyond lunch and break times -- the employee will be granted the time. The employee and supervisor shall agree on a break schedule. A private room will be provided for nursing mothers to use.

Practices Not Permitted

The following practices are not permitted uses of rest breaks:

1. Combining two daily breaks into one thirty (30) minute rest break.
Note: lactation needs may require combining two fifteen (15) breaks into one thirty (30) minute break.
2. "Banking" break period time from day to day.

3. Saving break period time to extend lunch periods or shorten the scheduled workday.
4. Requesting compensatory time off or overtime pay for work performed during break period time.

6.09 CONFLICT OF INTEREST

No employee of the City shall accept, directly or indirectly, any money, gift, favor, privilege, or employment having an aggregate monetary value in excess of twenty-five dollars (\$25.00) from any person, firm, or corporation doing business with, or seeking to do business with the City during the employment of any employee except as may be authorized by ordinance or on behalf of the City and for its benefit. Under no circumstance shall cash or any instrument of cash having monetary value be accepted. No employee of the City shall in any manner participate in any discussion or decision having to do with the business done or sought to be done with the City by such person, firm, or corporation.

6.10 GENERAL DEPARTMENT

The attitude and deportment of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City administration and its programs and policies.

6.11 HARASSMENT

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. Harassment is prohibited both during work hours and at any work sponsored social function or other event. Online harassment, including but not limited to harassment via social media, is strictly prohibited. City employees are also prohibited from engaging in unlawful harassment of other employees, citizens, vendors, and all other third parties.

All types of sexual harassment are prohibited, including harassment based upon pregnancy, sexual orientation, transgender status, and gender identity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, such as conditioning a raise in salary on the submission to sexual advances; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, such as requiring a potential new hire to go out with a supervisor prior to extending a job offer; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, such as continuous sexually-explicit comments directed at an employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment does not require sexual attraction or interest. This policy prohibits sexual advances and requests for sexual favors, sexual jokes and innuendo; comments about bodies, sexual desirability or lack of desirability, sexual prowess, sexual preferences, sexual experiences or sexual deficiencies; leering, whistling, or touching; verbal abuse of a sexual nature, including insulting or obscene comments or gestures; gender stereotypes about women or men; display in the workplace of sexually suggestive objects or pictures, including nudity and pornography; and all inappropriate conduct of a sexual nature, whether it be physical, verbal or visual conduct.

Other Prohibited Harassment

In addition to the City's prohibition against sexual harassment, harassment 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.

Prohibited conduct includes, but is not limited to, 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 as offensive are wholly inappropriate and are strictly prohibited.

Harassment includes not only written or verbal comments, but any action over email, text message, or social media posting. This policy prohibits sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to 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, sexual orientation, transgender status, pregnancy, national origin, age or disability, lactation of an infant, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

Mandatory Reporting.

The City requires that employees immediately report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to:

- the Department Director;
- the Human Resource Manager; or
- the City Administrator.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the Department Director and/or the Human Resources Manager. A formal Complaint Form is available from the Human Resources Manager. Under this policy, an employee may report to and/or contact the Human Resources Manager directly, without regard to the employee's normal chain of command.

6.12 ARRESTS, CONFINEMENTS, AND INDICTMENTS

City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

Employee Notice of Felony and Misdemeanor Charges

Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Failure to report these events in a timely manner may result in immediate termination.

Employee Status after Alleged Violation of Law

At the time the employee's department is made aware of an employee's arrest and/or conviction, the Department Director shall consult with Human Resources to determine available options, which may include, but are not limited to:

1. Allowing the employee to return to regular duty with pay;
2. Allowing the employee to return to restricted duty with pay;
3. Placing the employee on paid administrative leave;
4. Placing the employee on unpaid administrative leave; or
5. Terminating the employee.

Employee Status after Adjudication of Criminal Matter

Upon resolution of a criminal matter, the Department Director will determine, in conjunction with the Human Resources Manager, the status of the employee who is not convicted nor pleads guilty to a crime. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on leave if available.

Disciplinary Action

Disciplinary action may be imposed even though an employee is found not guilty or if charges are dropped. Multiple violations of law or confinements within a prescribed time

period may also result in disciplinary action.

Violations of Law Discovered through Criminal History Check

The City may conduct criminal history checks on existing employees at any time during their employment, for any reason. Conduct constituting an offense, arrest, or conviction that is discovered may result in disciplinary action, up to and including termination.

6.13 USE OF CITY VEHICLES, EQUIPMENT, AND PROPERTY

The City attempts to provide employees with adequate tools, equipment, vehicles, and facilities for the job being performed. The City also requires all employees to observe safe work practices and lawful, careful, and courteous operation of vehicles and equipment. Any City-provided safety equipment must be used at all times.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cell phones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City and for items otherwise in their possession or control or used by them in performing their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc., appear damaged or defective or need repair. The appropriate supervisor can answer questions about an employee's responsibility for maintaining and caring for equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

Personal Use Prohibited.

City property, materials, supplies, tools, equipment, or vehicles may not be removed from the premises or used for personal business without prior written approval by the City Administrator or Department Director.

Tobacco Use Prohibited.

The use of all tobacco products of any kind, including smokeless electronic cigarettes, is prohibited at any time in City buildings, facilities, or vehicles, while using City equipment, and as otherwise directed. Employees may smoke outside of the building in designated smoking areas on their rest breaks. Smoke breaks which are excessive in frequency or length will be treated as an attendance issue.

Take Home Vehicles.

A City vehicle may be assigned to a position or employee when deemed necessary by the

City Administrator. To be eligible for assignment of a take-home vehicle, an employee must be subject to emergency call back during off-duty hours to locations other than the employee's normal workstation. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business, such as going to the bank, grocery store, etc., without prior written approval of the City Administrator. No alcoholic beverages are allowed in City vehicles. No passengers may be transported in take-home vehicles except as required by official duties.

Use of City Vehicles.

City-owned or leased vehicles may be used only for official City business. City-owned or leased vehicles may be driven only by authorized City employees. If an employee drives a personal vehicle or a City-owned, rented, or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

1. Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
2. Always observe all posted laws and speed limits.
3. Always wear seat belts when the vehicle is in operation.
4. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the City Administrator or Department Director.
5. No personal use of City-provided vehicles is allowed without the prior, specific approval of the City Administrator or Department Director.
6. All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
7. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
8. All drivers must be eligible for coverage under the City's insurance policy.
9. Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.

AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR A PRESENCE IN THE SYSTEM OF ILLEGAL DRUGS DRIVE A CITY VEHICLE OR A PERSONAL VEHICLE WHILE CONDUCTING CITY BUSINESS.

Employees involved in an accident while operating a City vehicle or while operating a personal vehicle on City business must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, department director, and/or city administrator. Accident reports, along with any law enforcement report, must be filed by the employee with the department director and the director of human resources. Incidents shall be deemed "preventable" or "non-preventable." Any employee deemed responsible for a "preventable" incident may be subject to disciplinary action.

At any time, the City may check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver. Employees must cooperate in giving the City the authorization required for this purpose.

NOTE: The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action.

Personal Property.

All employees shall be solely responsible for their personal property at all times.

6.14 DIGITAL RECORDINGS IN THE WORKPLACE

The City prohibits employees from covertly or secretly creating digital recordings of other employees unless conducted as part of a criminal investigation. A violation of this policy may result in disciplinary action up to and including termination of employment.

6.15 CELL PHONE USE IN THE WORKPLACE

The City recognizes that most employees bring cell phones to work. Cell phones may belong to the employee or be provided for the employee's use by the City. Except in emergencies, employees should not use a cell phone while operating a motor vehicle, including making and receiving phone calls and texting. When asked by the City, all employees must consent to a request to provide the City access to all City-issued cell phone and text message records. Employees using City-issued cell phones have no expectation of privacy in phone calls, pictures, or text messages on these phones. Limited personal use, as in an emergency, of a City-issued cell phone is permitted; however, the information contained on a City-issued phone may be subject to the public information act.

PUBLIC INFORMATION ACT

Records and information related to calls, text messages, pictures, and videos made and received on City-issued cell phones may be subject to disclosure in accordance with the Texas Public Information Act. This information includes, but is not limited to, telephone numbers called, length of calls, time and date of calls, text messages, pictures, videos, etc.

The City does not require employees to use personal devices for City business. Employees using such devices should remain aware that using personal devices on City business could potentially expose their personal records to public scrutiny or legal subpoena. In addition, texts used for business may become official records and must be saved according to the City's Record Retention Schedule, even when it is difficult to do so. Deleting a public document that should have been kept, including a text on a personal device, may constitute a Class A Misdemeanor. City employees should not use text messaging or calls

from personal devices to discuss work-related issues. City emails may be accessed from personnel devices.

MONITORING OF CELL PHONE CALLS

Employees should be aware that cell phone calls are not secure. Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a City-provided cell phone.

TELEPHONE CONTACT

(A) All supervisory personnel and service personnel must have a telephone number at which they can be reached during off-duty hours. This can be a cell phone or a land line telephone.

(B) No reimbursement shall be made to the employee for the City's use of an employee's private telephone to contact the employee regarding work-related matters.

(C) All employees must immediately notify supervision of any change in phone number(s), and provide a phone number for a secondary contact, i.e., spouse, parent.

6.16 SOCIAL MEDIA

A. Purpose

The use of social media presents an opportunity for the City to further its goals of creating a vibrant community for its citizens to live and work. The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes social media use policies, protocols, and procedures intended to mitigate associated risks from use of this technology, where possible.

B. Scope

This policy applies to all City officials, employees. All City and departmental social media accounts fall under the umbrella of the City's website. Social media accounts are linked to the website. This will make all public information distributed on social media sites cohesive with the digital "face" and "voice" of the City.

C. Definitions

1. "City-issued electronic or wireless communication device" includes an iPhone, iPad, laptop personal computer, MacBook computer, or any other device used to send and receive messages, electronic mail, and/or access the internet.
2. "City social media account" is the official social media account for the City as a whole that has been approved by the City Social Media Committee (the "Committee"), appointed by the City Administrator. Only one City social media account should exist on each social media site.
3. The "Committee" of five (5) shall consist of the Mayor or his/her designee from City Council, two staff employees, the City Secretary and the City Administrator.
4. "Departmental social media accounts" are the social media accounts approved by the Committee for use by a specific City department.

5. "Social Media Site" means a third party platform that allows for creation of social media content between users. Examples include Facebook, Twitter, LinkedIn, and Instagram.
6. "Social media content" includes information, images, or photographs posted.

D. Acceptable Use

Employees creating, maintaining, or posting social media content on a City social media account must at all times conduct themselves as representatives of the City and follow Employment Policies and Procedures, as well as other departmental rules or directives. Employees should follow these guiding principles when posting social media content:

1. Use correct grammar and spelling,
2. Write and post only about the employee's area of expertise,
3. Keep postings factual and accurate (advocating for certain elections may result in criminal prosecution),
4. Reply to comments in a timely manner, when a response is appropriate,
5. Understand that postings are widely accessible, not retractable, and content should be carefully considered before posting,
6. Refrain from posting social media content that is considered private or confidential,
7. Never comment on anything related to legal matters, litigation, or an investigation without approval from the City Attorney; and
8. Refrain from expressing personal opinions or positions regarding political campaigns, religion, or practices of other public or private agencies.

Non-exempt employees who maintain or post content on City or departmental social media accounts shall work on the City or departmental social media accounts only during normal office hours unless specifically pre-approved in writing by the employee's supervisor.

E. Account Management

1. No employee or City representative may create or maintain a social media account that purports or appears to be a City social media account without the permission of that employee's department director and the Committee.
2. All City and departmental social media accounts will be created by the Committee. Employees of each department that the page represents will be assigned to manage the page content as editors. No individual will be administrator of a City or departmental social media page.

6.17 MANAGEMENT AUTHORITY

General and final authority for personnel administration rests with the City Administrator, with the exception of matters reserved to the City Council by State law.

Management Authority.

The City may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. The issuance of these policies and procedures does not constitute a contract between the City and its employees for any duration of employment. City Ordinances and Resolutions do not constitute a contract between the City and its employees. There is no specified length of employment, and either the City or the employee can terminate the employment relationship at any time, for any reason.

Policy administration rests with City management and City management reserves sole authority to interpret and administer City operations.

Departmental Policy and Procedural Requirements.

Individual City departments may develop policies and procedures that are consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals, do not need to be reviewed and approved by the Human Resources Manager or other appropriate departments. All others, however, are subject to approval by the appropriate City department. All employment related department policies must be reviewed by the Director of Human Resources. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy.

Miscellaneous.

Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise restricted by proper authority, or prohibited by State and/or Federal law.

Only the City Administrator/City Council has the authority to enter into an employment agreement, promise, or commitment contrary to these policies and procedures, and all such agreements, promises, and/or commitments entered into by the City Administrator/City Council must be contained in an express written employment contract signed by both the City Administrator and the affected employee.

The City Administrator may delegate rights and powers granted under these policies and procedures to others as deemed appropriate in the City Administrator's sole discretion.

CHAPTER 7
DISCIPLINE, APPEALS, AND GRIEVANCES

7.01 WORK ETHIC AND DISCIPLINARY POLICY

The City expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner. Employees are also expected to comply with all rules, regulations and policies pertaining to job performance standards and personal conduct on the job. If an employee fails to perform satisfactorily or if his or her personal conduct is unacceptable, disciplinary action may be taken.

The City will attempt to review and resolve all employee problems as promptly and equitably as possible and at the lowest possible organization/supervisory level.

7.02 GROUNDS FOR DISCIPLINARY ACTION

The City Administrator may take disciplinary action against an employee for any of the following:

1. Illegal, unethical, abusive, or unsafe acts.
2. Violation of City rules, regulations, policies or procedures.
3. Insubordination.
4. Leave under false pretenses.
5. Incompetence.
6. Neglect of duties.
7. Theft.
8. Participating in prohibited political activities.
9. Unauthorized soliciting while on duty.
10. Excessive or unauthorized absenteeism or tardiness.
11. Failure to conduct himself/herself in a courteous and proper manner while on duty.
12. Falsification of official documents or records.
13. Unauthorized use or disclosure of confidential information.
14. Unauthorized or improper use of official authority.
15. Possession, use or being under the influence of drugs, not prescribed by a physician, while on duty, or alcoholic beverages.
16. Damaging City equipment, tools, machines, and/or property.
17. Wasting materials and supplies.
18. Carelessness, recklessness, and/or engaging in horseplay.
19. Immoral conduct or indecency.
20. Abuse of illness, injury, disability leave, or other benefits.
21. Any threat or physical attack on a supervisor, co-worker or citizen.
22. Failure to properly document time and attendance records.
23. Sexual or other harassment.

This list is not intended to be all-inclusive.

7.03 DISCIPLINARY ACTION

Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action may include written reprimand, suspension, reduction in pay, demotion, and dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the exact circumstances. An employee may be formally warned at any time that he or she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands. Informal disciplinary action shall be documented in the employee's official personnel file.

An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

7.04 TYPES OF DISCIPLINARY ACTION

The following are disciplinary steps in situations requiring 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

7.05 WRITTEN REPRIMAND

A copy of the written reprimand shall be kept in the employee's official personnel file.

7.06 SUSPENSION

The suspension shall be permanently noted in the employee's official personnel file.

7.07 REDUCTION IN PAY

In the interest of good discipline, an employee's pay may be reduced. 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.

7.08 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.

7.09 APPEALS OF DISCIPLINARY ACTION

An employee may appeal any disciplinary action taken against him or her by following the appeal procedures as outlined below.

Phase 1 Appeal - Department Head

Within three (3) working days following the supervisor's initiation of disciplinary action, the employee shall submit his or her appeal in writing in a sealed envelope to the HR Manager to be date and time stamped, and logged in. The Human Resources Manager shall present a copy of the appeal to the employee's Department Head, who then shall hear the matter from the employee who is appealing.

The Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the appeal within three (3) working days of the initial meeting.

Phase 2 Appeal - City Administrator

Within three (3) working days from the receipt of the Department Head's "step 1" written response, the employee shall have the right to appeal the decision to the City Administrator. Upon written request of the employee, the Human Resources Manager shall present a copy of the appeal and the Department Head's "phase 1" written response to the City Administrator, who then shall hear the matter from the employee who is appealing.

The City Administrator shall provide the employee and Human Resources Manager with a "phase 2" written response to the appeal within three (3) working days of this meeting.

Appeal Hearing Format

The format for the appeal hearing allows both parties adequate time to present without interruption and also time for the City Council to ask relevant questions.

During the hearing, the employee will make the first presentation and discuss the appeal. The employee shall be allowed to appear before the Mayor and City Council with representation of his or her choice, if desired. The supervisor, Department Head and City Administrator will then make a presentation concerning the appeal.

The Mayor and City Council will then review and discuss the information that has been presented by all parties in executive session.. The City Administrator shall issue a final determination of the case, which shall be final.

7.10 GRIEVANCE

All employees have the right to take a job-related complaint, problem or grievance to their immediate supervisor. The employee may communicate with the supervisor either orally

or in writing. Following discussion of the grievance with his or her supervisor, if an employee still remains dissatisfied with the resolution of his/her grievance, the employee may move the grievance to successively higher levels of management. Supervisory personnel or Department Heads will make all reasonable effort to achieve rapid, satisfactory, and productive resolution of problems, complaints, and grievances.

Definition of Grievance

A grievance is an employee's written statement that the supervisor is improperly or prejudicially applying or failing to apply the personnel rules, regulations and/or procedures of the City. An employee may also file a grievance against another employee. The grievance procedure provides a standard process for speedy investigation and resolution of employee complaints.

Phase 1 Grievances - Supervisors and Department Heads

Within five (5) working days after the cause of the grievance arises or becomes known to the employee, the employee shall submit his or her grievance in writing and in a sealed envelope to the Human Resources Manager. The Human Resources Manager shall present a copy of the written grievance to the employee's supervisor.

The supervisor shall study the grievance and attempt to resolve it within ten (10) working days. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the supervisor shall refer it with comments and/or recommendations to the Department Head. If the employee's supervisor fails to resolve or refer a grievance within ten (10) working days, the employee has three (3) working days to present the grievance directly to the Department Head.

The Department Head shall study the grievance and attempt to resolve it within ten (10) working days as outlined above. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the grievance.

Phase 2 Grievances - City Administrator

Within ten (10) working days from the Department Head's "phase 1" written response or non-response, the employee shall have the right to present the grievance directly to the City Administrator. Upon written request by the employee, the Human Resources Manager shall present a copy of the grievance, any comments and/or recommendations of the employee's supervisor and the Department Head's phase 1 written response to the City Administrator, who then shall review the documents and issue a decision.

If the grievance cannot be resolved to the satisfaction of both parties following the City Administrator's review, the City Administrator shall provide the employee with a "phase 2" written response to the grievance.

CHAPTER 8
NON-DISCIPLINARY TERMINATIONS

8.01 RESIGNATION

An employee may leave the employment with the City in “good standing” by submitting a written and signed two (2) week notice to the Human Resources Manager. The personnel records of any employee who resigned by giving proper notice shall show that the employee resigned of his or her own accord.

If for three (3) consecutive days an employee fails to report for duty or remain at work as scheduled without proper notification, authorization, or excuse his or her position with the City of Glen Rose will be considered abandoned which constitutes an employee’s resignation. Resignation under these conditions will not be considered a resignation but will be noted as job abandonment.

8.02 LAYOFF

An employee may be laid off because of changes in duties, organizational changes, lack of work, or budget cutbacks. Whenever possible, an employee laid off from one City department shall be transferred to a suitable position elsewhere, provided the employee has the appropriate qualifications and job skills depending on the City’s budget and workforce needs. Whenever possible, at least two (2) weeks’ notice shall be given to an employee prior to a layoff. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency. Temporary employees shall be laid off before regular employees performing similar duties. A layoff shall not be considered a disciplinary action. Employees laid off may be recalled to their job or another similar job if they meet the minimum job requirements and qualifications.

8.03 INCAPACITY

An employee may be terminated for medical reasons when the employee no longer meets the standards of fitness required for the position and there is no way of accommodating the employee’s limitations. A finding of incapacity shall be based upon an individual medical determination by a competent physician determined by the City Administrator. Termination for incapacity shall not be considered disciplinary action and shall not operate to deny any employee payment for sick leave and/or other benefits.

8.04 RETIREMENT

Eligible employees may elect to retire from the City service in accordance with applicable retirement programs. Employees seeking information on retirement should consult with the Human Resources Director.

CHAPTER 9 PERSONNEL RECORDS

9.01 PERSONNEL RECORDS MAINTENANCE

- (a) Custodian designated. The personnel records of all City employees shall be kept in the custody of the Human Resource Manager.
- (b) Employee access. An employee may inspect his/her personnel file, under appropriate supervision, and if any information is believed to be incorrect, the employee may submit a written request to change the information to the Human Resource Manager. If the request is granted, the Human Resource Manager will make the change in the presence of the employee. If the request is denied, the employee may place a statement of disagreement in the file.
- (c) Other access. On an "as needed" basis, an employee's personnel file may be reviewed by designated administrative staff. The City Secretary may release personal data which is a matter of public record, including the employee's name, positions held, salary range, and dates employed after receiving the proper Open Records Request.
- (d) Privacy protections. Personal data, which is not a matter of public record, may be released only upon written authorization from the employee, unless applicable law requires disclosure. A current or former employee, within fourteen days after being employed or after terminating the employment relationship, may in writing elect to have his address, telephone number, social security number, and family information withheld from public release.
- (e) Confidentiality of medical information. The City maintains a separate medical file for each employee in the Human Resource Manager's office. The Human Resource Manager maintains these confidential medical files.

Documents that may be provided to the City by an employee or the employee's health care provider, and maintained in the confidential medical file, include:

- justifying an absence;
- requesting a leave;
- verifying the employee's ability to return to work;
- medical records supporting a claim for sick pay or disability benefits;
- insurance records;
- workers' compensation records; and
- medical history records

The City does not request genetic information from an applicant, employee, or healthcare provider.

Medical records are confidential but confidentiality may be waived when the employee provides medical information to the supervisor or the Human Resource Manager. When an employee provides information to the supervisor, the supervisor is expected to share the information only on an "as needed" basis with other members of management.

Employees must also respect the privacy and confidentiality of other coworkers' medical information.

9.02 STATUS CHANGES OR NEW HIRES

Supervisors shall submit to the City Administrator recommended changes in the personnel status of employees or requests to hire new employees prior to making any commitments to either existing employees or prospective new hires.

CHAPTER 10 VEHICLE POLICY

10.01 PURPOSE OF VEHICLE POLICY

The purpose of these vehicle policies is to provide for the safe and effective utilization of the City vehicle fleet through rules, regulations, and procedures.

10.02 APPLICABILITY

These policies shall apply to all City-owned vehicles and persons assigned a vehicle, inclusive of operators and passengers.

10.03 TAKE-HOME VEHICLES

1. Purpose: City employees are not eligible for take-home vehicles. Only under emergency circumstances may a City employee be allowed to take home a City vehicle and then only with prior approval by the City Administrator.
2. Eligibility: An employee must be subject to emergency call-back during off-duty hours to locations other than the employee's normal workstation in order to be eligible for a take-home vehicle. Emergencies shall include but not limited to a county or City-wide disasters, major circumstances caused by extreme weather conditions i.e., significant flooding events, major snow or ice storms, tornado causing extreme damage to City property, or other incidents that would place the City or its citizens in extreme danger.
3. Requirements: Take-home vehicles are authorized subject to the following requirements:
 - a. Emergency circumstances and then only at the discretion of the City Administrator or Mayor if the City Administrator is unavailable.
 - b. By the very nature of their functions, the Police Department and the Public Works Director are exceptions to this policy as long as their residences are located within the City or no more than 5 miles from the City. If a City vehicle is taken home under this provision, it shall be used only for City business.

10.04 VEHICLE LOGS

It will be the responsibility of each operator of a city vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas or lubricant applications, or any other documentation which may be required from time to time.

CHAPTER 11
PROFESSIONAL TRAINING

11.01 PURPOSE

Professional training is a beneficial, and sometimes necessary, part of the City's operations. Accordingly, in its annual budget the City may designate funds for training and for travel expenses sometimes associated with training. This policy ensures that expenditures for training serve the best interests of the City, its various departments, and its citizens.

11.02 CRITERIA

1. Expenditures for training and travel shall be limited to the amounts included in the annual budget.
2. Departmental training and travel funds shall be reserved solely for the use of employees assigned to that Department.
3. All requests for training and travel funds shall be (1) submitted in writing; (2) be originated or approved by an employee's immediate supervisor; (3) submitted to the department head for approval; (4) submitted to the City Administrator for final approval before any funds may be expended. A description of the training being sought and the reason the training is being sought shall be included in the request.
4. Employees are encouraged to submit requests for training funds early in the budget year to allow management an opportunity to weigh competing requests for the funds that are available.
5. Unless otherwise approved by the City Council, when training funds are requested, the training to be acquired must be related to the duties included in an employee's job description.

11.03 CROSS TRAINING

6. Should a department head or the city administrator believe it would be beneficial for the City to provide an employee with training outside of the employee's job description, the request for training funds must be submitted to the City Administrator for approval before any funds may be expended.
7. This policy is not intended to limit in-house cross training.

CHAPTER 12
DRUG FREE WORKPLACE POLICY

12.01 PURPOSE

The City provides a drug free and alcohol-free workplace that fosters safety and productivity. To further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

12.02 GENERAL POLICY STATEMENT

To maintain a drug free workplace, the City prohibits the unlawful manufacture, distribution, dispensing, possession, sale, purchase, use or presence of illegal drugs, alcoholic beverages, or drug paraphernalia during working hours, in the workplace, or in a City vehicle.

12.03 APPLICATION OF POLICY

This policy applies to all City employees regardless of rank or position and includes temporary and part-time employees.

12.04 PRE-EMPLOYMENT SCREENING

1. **Test Required.** Individuals who seek employment with the City for a position that has been identified as a safety or security-sensitive position will be required to submit to pre-employment drug and alcohol tests. All such tests will be conducted under the supervision of the City's designated physician or testing facility.
2. **Positive Test.** An applicant with a confirmed positive test for alcohol, or for any drug, legal or illegal, for which he or she does not have a valid medical prescription, will not be considered for employment. The applicant may be considered for employment and re-testing after a period of twelve (12) months.
3. **Consent.** All job applicants for positions that have been identified as safety or security sensitive positions will be required to sign a consent form authorizing pre-employment drug and alcohol testing and the use of test results in employment decisions. Applicants who refuse to sign the consent form will not be considered for employment.

12.05 REASONABLE SUSPICION TESTING OF CURRENT EMPLOYEES

1. Test required. When a department head has a reasonable suspicion that an employee, at work or when reporting to work, appears to be under the influence of alcohol or illegal drugs, or is otherwise impaired and therefore may be impaired or unfit for duty, the employee will be required to consent to a drug and alcohol test.
2. Reasonable suspicion. Circumstances which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:
 - (a) Direct observation of drug or alcohol use or possession.
 - (b) Possession of drug paraphernalia.
 - (c) Observation of physical symptoms of drug or alcohol use, such as slurred speech, red watery eyes, dilated pupils, drowsiness, or sleeping.
 - (d) Sudden, unexplained personality changes, drastic mood swings, or changes in

personal habits, including inattention to personal hygiene or frequently borrowing money.

- (e) Documented deterioration of an employee's job performance, which may include excessive absenteeism or tardiness.
 - (f) Information provided by a reliable or credible source which is independently corroborated.
 - (g) Arrest or conviction for drug or alcohol related offense on or off the job, or the identification of an employee as the focus of a criminal investigation into illegal drug use, possession, or trafficking.
3. Reasons for reasonable suspicion testing shall be documented by the Supervisor. In establishing a basis for reasonable suspicion, the supervisor will interview the employee about possible causes for the observed behavior and will describe the incident in writing. This documents the circumstances leading to the conclusion that a test for the presence of an illegal drug or alcohol is warranted.
 4. Review of documentation. Once the initial interview and written description has been completed, the supervisor must contact the City Administrator or his designee for a review of the documentation. The City Administrator must concur with the supervisor's recommendation before a drug and alcohol test is performed. Outside of regular working hours, or if the City Administrator is not available, a supervisor may order an employee to submit to an immediate drug and alcohol test. The City Administrator must be notified of the testing at the earliest opportunity, and all records relating to the incident will be maintained by the Human Resources Department.

12.06 CONDUCTING DRUG AND ALCOHOL TESTS

1. Consent form. Employees required to submit to a drug or alcohol test will be required to sign a consent form provided by the Human Resources Director. Refusal to sign the consent form shall be considered a refusal to take a drug or alcohol test.
2. Testing facility. All drug and alcohol tests will be conducted under the supervision of the City's designated physician or testing facility. Testing will be performed using a specimen of urine, other bodily fluid, hair, or any other matter suitable for testing. Collection of specimens, delivery of specimens to a laboratory, and laboratory testing will be conducted in accordance with relevant security-related provisions of the Mandatory guidelines for Federal Workplace Drug Testing Programs (also known as the "NIDA" rules).
3. Prescription medicine. In the event a positive finding may have been caused by the use of a prescribed medication, the employee will be given the opportunity to confer with the supervising physician, and to present a current prescription for a medication that caused the positive test result. If the physician finds the prescribed medication to be the legitimate cause of the test result, the overall test results will be reported to the City as "negative," and the person shall not be subject to any adverse action.
4. Re-testing. An employee or applicant who tests "positive" using the GS/MS method may request a re-test of the original sample at the employee's own expense. An

employee's request for a re-test must be made in writing to the department head within three (3) working days of receipt of the test results. Applicants must submit a written request for re-testing to the City Administrator or his designee within three (3) working days of receipt of the test results. Re-testing may be performed by the same laboratory or by a second laboratory that meets certification by the National Institute on Drug Abuse (NIDA) and which has been accredited as a forensic urine drug testing laboratory by the College of American Pathologists.

12.07 CONSEQUENCES OF REFUSING TEST OR TESTING POSITIVE

1. Positive test. Any current employee who tests positive for the presence of illegal drugs or alcohol in a reasonable suspicion of post-accident drug and alcohol test shall be subject to discipline, including dismissal.
2. Refusal. Employees who refuse to submit to a drug and alcohol test required pursuant to this Chapter shall be subject to discipline, including dismissal.

12.08 SELF-DECLARATION AS A SUBSTANCE ABUSER

1. Participation in City Employee Assistance Program (EAP). Any employee may identify himself or herself at any time as an abuser of drugs or alcohol and voluntarily through a recognized treatment program approved by the City, seek counseling and rehabilitation. In these instances, the employee will be permitted the use of available leave. Employees undergoing treatment will be required to authorize disclosure of their progress in treatment to the City Administrator or his designee. Employees who fail to actively participate in and comply with the rules of the rehabilitation program will be subject to immediate revocation of their leave and dismissal from employment.
2. A self-declaration may not be used to avoid drug or alcohol testing should the employee be suspected of working under the influence of drugs. This section is not intended to provide a means for an employee to avoid any required drug and alcohol testing. Once the process of establishing a reasonable suspicion has been initiated, or an accident or injury has occurred, an employee may not seek treatment in an effort to avoid testing and possible disciplinary action, including dismissal.

12.09 DRUG OR ALCOHOL CONVICTIONS

1. Notification required. Any employee who is convicted of any criminal activity involving the illegal use of drugs or alcohol must notify his or her supervisor no later than one (1) day after a conviction. Failure to do so may result in disciplinary action, including dismissal.
2. Conviction of drug or alcohol use during working hours. Employees who plead guilty or nolo contendere to a violation of criminal drug and alcohol statutes which occurred during working hours shall be dismissed from employment.
3. Other convictions. Except as provided by Subsection (b), employees who are convicted under any drug or alcohol statute may be allowed to remain employed by the City depending on the circumstances of their arrest or conviction and the nature of their position with the City. Continued employment with the City will be contingent upon the employee's active participation in a recognized treatment

program and the employee's work performance. Any convicted employee who is allowed to remain employed will be subject to periodic testing as provided in Sections 13.05 and 13.11.

12.10 EMPLOYEE ASSISTANCE

1. Referral. The City will provide employees with referral for assistance in resolving or accessing treatment for addiction to or dependence on, illegal drugs or alcohol. The cost of treatment, counseling or rehabilitation resulting from referral will be the responsibility of the employee. The City's group health plan may provide benefits for substance abuse treatment.
2. Leave for treatment. Employee assistance activities, such as referral appointments, will require the employee to use PTO.

12.11 FOLLOW-UP TESTING OF KNOWN SUBSTANCE ABUSER

Employees who have completed a drug or alcohol rehabilitation program will be subject to periodic unscheduled testing for a period of two (2) years after completion of the program. Employees who successfully complete treatment for use of drugs or alcohol and subsequently are found during working hours to be in possession of or under the influence of alcohol or drugs, or who test positive at any time will be dismissed.

12.12 DISCLOSURE OF PRESCRIPTION OR OVER-THE-COUNTER DRUG USE

1. Notification required. The City recognizes that employees may from time to time need to take prescription or over-the-counter medications. The employee is required to notify his or her supervisor prior to reporting for duty if the employee's performance is compromised or diminished from use of prescription or over-the-counter drugs. It is the responsibility of employees to request reassignment to other duties, if needed, for the duration of impairment, or to request the use of available leave.
2. Failure to notify. Employees who fail to notify their supervisor of such impairment, and who continue to work, may be required to take available leave, or to perform other assignments, and may be subject to disciplinary action if supervisory intervention is required.

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

Employees who are designated for "on-call status" are expected to be free of illegal drugs, and available to report to work for the duration of their on-call status. "On-call" employees who fail to report to a call to duty, or who report for duty under the influence of drugs or alcohol, may be subject to drug and alcohol testing and discipline, including dismissal.

12.14 OFF-DUTY CONDUCT

The City reserves the right to take disciplinary action, up to and including dismissal, in the event that an employee's off-duty involvement with illegal drugs or alcohol is damaging to the City's reputation or business or interferes with the employee's job duties.

12.15 SEARCHES

When reasonable suspicion exists, the City reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including but not limited to lockers, desks, file cabinets, and City vehicles. All such searches must be authorized and conducted under the direction of the City Administrator, and the grounds for suspicion must be described in writing prior to the search. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, including dismissal.

CHAPTER 13
CONFIDENTIAL AND PROPRIETARY INFORMATION POLICY

13.01 SCOPE

This policy affects all City employees who may have access to confidential information. Employees may have various levels of authorized access to confidential, proprietary information.

13.02 TYPES OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Confidential and proprietary information is secret, valuable, and often can be easily replicated and transmitted. Common examples of confidential information are:

- (a) Unpublished financial information.
- (b) Data of Customers/Partners/Vendors.
- (c) Customer and Vendor lists and contact information.
- (d) Data entrusted to the City by external parties.
- (e) Passwords or combinations.
- (f) Documents and processes explicitly marked as confidential.

13.03 EMPLOYEES' HANDLING OF CONFIDENTIAL INFORMATION

- (a) Lock or secure confidential information at all times.
- (b) Turn confidential documents over to the City Secretary when they are no longer needed.
- (c) Make sure to view confidential information only on secure devices.
- (d) Disclose confidential information only to other employees, officials, board members, contractors, and volunteers when it is necessary for City business.
- (e) Keep confidential documents inside City premises and on City devices unless it is absolutely necessary to do otherwise and then, only after proper authorization has been obtained.
- (f) Transfer all files, documents, papers, flash drives, electronic media, passwords and combinations, vendor and contact lists or any other municipal information or material in the employee's possession to the supervisor and delete any City information from all personal devices before leaving City employment.

13.04 WHAT EMPLOYEES SHOULD NOT DO

- (a) Use confidential or proprietary information for any personal benefit or profit.
- (b) Make copies of confidential documents and files for personal use or store them on unsecured or personal devices.
- (c) Disclose confidential information to any person, including relatives, friends, and business and professional associates outside of the City for any unofficial or unauthorized purposes whatsoever.
- (d) Publish confidential information on social media or in print or by any other means whatsoever.

13.05 CONSEQUENCES FOR VIOLATIONS

- (a) Employees who do not adhere to this Confidential Information Policy may face disciplinary and, possibly, legal action.
- (b) The City will investigate every breach of this policy. Any employee who willfully breaches the City's confidentiality guidelines for personal profit will be terminated. Any unintentional breach of this policy--depending on its frequency and seriousness--will result in discipline, up to and including termination.
- (c) The obligation to guard the City's confidential and proprietary information continues after an individual's employment relationship with the City has ended.

CHAPTER 14 TUITION ASSISTANCE

14.01 PURPOSE

The Tuition Assistance Program promotes the City's goals of improving customer service and investing in the workforce. When the City budget permits, the City provides financial assistance to employees who take job-related, City career enhancing credit courses at accredited, degree-granting schools and institutions of higher learning, and trade school training. The Tuition Assistance Program does not provide assistance for staff development training or continuing education.

14.02 GENERAL INFORMATION

1. The program is available to regular, full-time employees to improve qualifications in their present position and to prepare them for more responsibility with the City of Glen Rose. This policy does not apply to employees in their new-hire probationary period or when subject to disciplinary probation.
2. The City will reimburse specific expenses for college-level education courses, GED preparation, and certifications that provide additional expertise to City employees. This policy does not cover classes, certificates or licenses that are required by the employee's present position. These types of expenses should be covered by the Department's training budget, at the Department Head's discretion.
3. This policy is not an expressed or implied guarantee of benefits. All requests for reimbursement made through the Tuition Assistance Program will be considered on a first come first serve basis. Initial payment and continuation of such benefits is dependent upon budget funding availability and class approval.
4. Tuition assistance benefits may be temporarily suspended or permanently terminated at any time, upon the determination of the City Administrator, based on the availability of funding.
5. Employees are not guaranteed additional salary consideration or promotion for the completion of courses paid for by the City of Glen Rose.

14.03 DEFINITIONS

1. A course or educational program is a class of instruction taught at or by an accredited college, university, or trade school recognized by one of the accrediting agencies listed below.
2. A tuition assistance participant must be an eligible full-time employee who has submitted a Tuition Reimbursement Application and been approved per Section 15.07.

14.04 ELIGIBILITY REQUIREMENTS

1. The benefit is available to regular, full-time employees who have completed the probationary period and have no recorded policy violations within one hundred eighty (180) days prior to the beginning of the class(es) for which reimbursement is being sought.
2. Employees may apply for Tuition Assistance prior to the expiration of the

probationary period, so long as the first day of class does not occur prior to the employee's one (1) year anniversary.

3. An employee must sign a formal agreement, in which the employee agrees to remain employed by the City of Glen Rose for two (2) years from the date of reimbursement, or the employee will be responsible for reimbursing all Tuition Assistance funds to the City.

14.05 PROCEDURES/RULES

1. The City Administrator will make the final decision regarding tuition reimbursement for any situation not addressed within this policy.
2. All courses reimbursed under this program usually must be taken on the employee's own time. Course work may not be done on City time or using City equipment. If a class is available only during an employee's normal work hours, the employee may request a flexible schedule from the Department Head. A memorandum outlining the employee's flexible work schedule must be signed by the employee, approved by Department Head and forwarded to the Human Resources Department with a completed Tuition Education Assistance Program Application. When there is a conflict between classes and the employee's job responsibilities, the job responsibility must come first. Flexible schedules shall not cause any undue hardship to the Department or the City in any way. Approval for participation in the tuition assistance program does not guarantee the ability to take course during normal work hours.
3. Employees must provide formal proof of the courses they are taking or have taken for the purposes of education assistance.
4. Employees who are receiving tuition assistance at the time of an injury, whether work related or non-work related, are expected to continue with school during the absence, unless the physician documents that the employee is unable to do so.

An employee who must withdraw or take an incomplete for the course will have one hundred (180) days following the date of return to full duty to re-enroll and satisfactorily complete the course. Exceptions may be made if the course is not available during that time frame. If not, the employee will be liable for returning any advance monies received for the semester not completed.

5. Dropping of a class(es) at any time is not acceptable. An employee who drops a class will not be eligible for Tuition Assistance for twelve (12) months after the initial drop date. The employee will be responsible for paying back City funds used for a dropped class through payroll drafts within ninety (90) days.

14.06 COLLEGE COURSE APPROVAL CRITERIA

1. Courses reimbursed must be in the pursuit of a degree that is job-related or would benefit the City as determined by the City Administrator.
2. The course must prepare the employee for change(s) in duties and responsibilities in current position or in preparation for a more advanced position.
3. The course must be taken from an accredited college or university. For the purposes of this policy, accredited shall mean an institution of higher education accredited by one of the agencies recognized by either the U.S. Department of Education (<http://ope.ed.gov/accreditation/search.aspx>) or The Council for Higher Education Accreditation (<https://www.chea.org/search-institutions>). Specialized courses not recognized by the Association may be considered if directly related to the employee's responsibilities or required in order to complete a degree plan (i.e., elective courses).
4. Employees must obtain a course grade equivalent to a C or better to be eligible for reimbursement. The City will not accept a pass or fail option. Reimbursement will not be provided for classes not completed successfully. The entire cost of a failed class must be paid back to the City by payroll draft within ninety (90) days of the posting of the failed grade.

14.07 APPLICATION INFORMATION

1. Employees are required to complete a Tuition Reimbursement Application and Tuition Reimbursement Agreement thirty (30) days in advance of the first day of the school term or starting course date. A copy of the course description from the school catalog, website, or course registration form must be attached to the application in order to be considered. Employees will be paid for all of the eligible tuition and books at the beginning of the course.
2. Employees applying for assistance are eligible for a maximum of two thousand (\$2000) per college semester or four thousand dollars (\$4,000) per fiscal year. Funds are payable only after all criteria are met in accordance with this policy. The City will pay one hundred percent (100%) of tuition and book costs as reflected on the fee and book receipts, up to the maximum. Supplies or any other expenses in connection with courses are not eligible for reimbursement.
3. It is the employee's responsibility to inform the Human Resources Department if he/she is receiving financial assistance from any other source. In the event of partial scholarships or grants, reimbursement will be calculated based on the actual expense to the employee. Failure to inform the Human Resources Department will result in disqualification from participation in the Tuition Assistance Program and may subject the employee to disciplinary action.
4. Any changes to a degree plan must be submitted and approved by Human Resources prior to registration.
5. Tuition Assistance will be paid only once for each approved course. The City of Glen Rose will not pay for course for which Tuition Assistance has already been received by the employee from another source.
6. An employee will be eligible for tuition assistance for only one (1) associate degree

and one (1) undergraduate degree. Any exception must be for the benefit of the City and requires the City Administrator's approval. A master's degree must be specifically applicable to City advancement and must be approved in advance by the City Administrator.

14.08 SERVICE REQUIREMENTS/REPAYMENT OBLIGATIONS

1. Requirements for continued service with the City after course completion are an assurance that the City will benefit from employee's receipt of the tuition reimbursement benefit. If an employee leaves City employment for any reason before a two (2) year service requirement is completed, the employee must repay the City all of the tuition the employee received.
2. A two (2) year service requirement begins on the date the course for which reimbursement was obtained is completed. If additional courses for which reimbursement is obtained are completed, an additional two (2) year service requirement begins.
3. A service requirement is not an assurance of continued employment by the City. If a termination of employment occurs, voluntary or involuntary (termination by layoff, firing, or elimination of a City service), and a repayment amount is owed by the employee, and the employee does not otherwise repay the amount, the employee agrees to have the repayment amount deducted from the employee's paychecks that are issued after the termination decision occurs. Any remaining balances owed to the City shall be paid immediately following notification of termination.
4. Repayment of tuition assistance if employee drops or fails to complete the course prior to course end or obtains an average grade below C will be obtained through payroll deduction. The employee will be responsible for repaying any City funds granted within ninety (90) days.
5. Employees are not responsible for reimbursement to the City in the following circumstances:
 - (a) Position is eliminated due to a reduction in force.
 - (b) Work shift changes initiated by management that prohibit the employee from completing course(s).
 - (c) The employee is involuntarily called to military service.
 - (d) Other reasons which are determined to be out of the control of the employee, left to the discretion of the City Administrator.

CHAPTER 15
MISCELLANEOUS PROVISIONS

15.01 TELEPHONE AND DATA EQUIPMENT USAGE

Telephones should be answered promptly and courteously. City phone and data equipment and services are intended for City business use. Brief and occasional personal use is acceptable as long as it does not result in expense to the City or degrade performance. These services may not be used to send chain letters, engage in personal or private business activities, or send, receive, or access pornographic material. Employees have no right to privacy when using these systems, and all records stored on them are subject to Open Records requests. All personal calls shall be limited so as not to interfere with City business. Personal Cell phone usage during work hours should be kept to a minimum.

15.02 NEWS RELEASES

All news releases by City employees will be approved by the Mayor or City Administrator prior to their release.

15.03 PROFESSIONAL MEMBERSHIPS & SUBSCRIPTIONS

The City will pay the cost of professional memberships and subscriptions for elected officials and employees. Requests for memberships and subscriptions must be approved by the Mayor or City Administrator prior to subscribing or joining the professional organization.

15.04 UNAUTHORIZED OR IMPROPER USE OF OFFICIAL BADGE OR UNIFORM

Any official or employee whose duties involve the use of a badge, card, uniform, or clothing insignia as evidence of authority or for identification purposes shall neither permit such badge, card, uniform or insignia to be used or worn by another person who is not authorized to use or wear same, nor permit same to be out of his or her possession without good cause or approval of the City Administrator. Such badge, card, uniform, or insignia shall be used only in the performance of the official duties of the position to which they relate or as may be otherwise approved by the City Administrator.

15.05 SMOKING IN THE WORKPLACE

In keeping with the City's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited. City employees may not smoke in any enclosed City owned building, facility, or vehicle.

15.06 DRIVER INSURABILITY

Employees whose positions require the operation of a motor vehicle are expected to obey all traffic laws and avoid accidents at all times. Failure by such employees to maintain a driving record satisfactory to the City's general liability insurance carrier shall be deemed a violation of this policy and shall subject the employee to dismissal.

15.07 PROFESSIONAL WORK ENVIRONMENT

The City is committed to providing a professional work environment for its employees. Should an employee observe or experience a pattern of unprofessional conduct within the workplace, the employee should report the same in writing to his or her supervisor, or if the employee's supervisor is the source of the unprofessional conduct, the report may be presented to the next link in the chain of command.

15.08 RETURN OF CITY INFORMATION, EQUIPMENT AND PARAPHERNALIA

When an employee's employment relationship with the City ends, the employee shall be required to comply with the requirements of the City's Confidential and Proprietary Information Policy, return all City provided uniforms, supplies, keys, credit cards, and equipment and convey any passwords needed to access City equipment or service providers, prior to his or her final paycheck being issued.

15.09 ELECTRONIC COMMUNICATIONS AND SYSTEM ACCESS USE

The City may provide computer networks, Internet access, instant messaging, email, telephones, cell phones, laptops, digital cameras, voice mail, and fax communication systems for use by City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as "electronic communications systems" or "systems." These electronic communications systems are designed to support and enhance the communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City's electronic communications systems. This policy applies to all City employees, contractors, volunteers and other affiliates who use the City's electronic communications systems. The City's electronic communications systems access must be used in a professional, responsible, efficient, ethical and legal manner.

Acceptable Use.

Acceptable uses of the City's electronic communication systems are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user's job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City's internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material.

Users must understand that use of any City-provided, publicly accessible computer network such as the Internet, instant messaging and email is a privilege. Personal use of City electronic media is not permitted. Supervisors cannot alter the restrictions of this policy.

Unacceptable Uses of Electronic Communications Systems Include:

- Using profanity, obscenity, or other language which may be offensive or harassing to other coworkers or third parties.
- Accessing, displaying, downloading, or distributing sexually explicit material.
- Accessing, displaying, downloading or distributing profane, obscene, harassing, offensive or unprofessional messages or content.
- Copying or downloading commercial software in violation of copyright law.
- Using the systems for financial gain or for any commercial activity unrelated to City business.
- Using the systems in such a manner as to create a security breach of the City network.
- Looking or applying for work or business opportunities other than for internal City postings.
- Accessing any site, or creating or forwarding messages with derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, genetics, color, sex, national origin, age, disability, age, physical attributes, or veteran status.
- Transmitting or sharing information regarding a coworker's health status without permission
- Expressing opinions or personal views that could be misconstrued as being those of the City.
- Expressing opinions or personal views regarding management of the City of other political views
- Using the electronic communication systems for any illegal purpose or in any way that violates City policy or is contrary to the City's best interest.

15.10 SEARCHES

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, and offices, computer and electronic files, social media sites, cell phones, text messages, whether secured, unsecured or secured by a lock or password provided by the employee. If reasonable suspicion exists, the City may also conduct unannounced searches or inspections of the employee's personal property located on City premises, including vehicles parked on City parking lots.

All searches must be authorized and conducted under the direction of the Human Resources Manager and/or the City Administrator. No supervisor has the authority to deviate from this City policy. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination

15.11 WEAPONS BAN AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace

and to provide for the appropriate response when and if such incidents do occur.

Zero Tolerance.

This policy prohibits harassment, intimidation, threats, and violent behavior by or towards anyone in the workplace, that is in any way job- or City-related, that is or might be carried out on City-property, or that is in any way connected to the employee's employment with the City, whether the conduct occurs on-duty or off-duty. The City has a zero-tolerance policy for this type of misconduct.

Weapons Banned.

Unless specifically authorized by the City Administrator, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, long guns, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc. Employees do not have an expectation of privacy, and the City retains the right to search for firearms or other weapons on City property.

Employees licensed by the State of Texas to carry a handgun may have a permitted weapon only on the City parking lot if it is locked in the employee's vehicle. Employees licensed to carry handguns must report to the Human Resources Manager their identity and license plate numbers of all vehicles that employee may park in City parking lots.

Mandatory Reporting.

Each City employee must immediately notify his/her supervisor, Department Director, the Human Resources Manager and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Human Resources Manager.

Protective Orders.

Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Human Resources Manager and the City's Police Department a copy of the petition and declarations used to

seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the Human Resources Manager of any protective or restraining order issued against them.

Confidentiality.

To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

City Property.

For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, swimming pools, and parks.

Documentation.

When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Human Resources Manager and/or the Police Department.

Policy Violations.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.