### Table of Contents Human Resources Policy Manual City of Joshua

# **Section 1: Authority and Administration** 1.1 Administration 1.2 Personnel Files 1.3 Tobacco-Free Workplace Section 2: Federal and State Employment Laws and Regulations 2.1 Equal Opportunity Employment 2.2 Americans with Disability Act of 1990 2.3 Health Insurance Portability and Accountability (HIPAA) 2.4 Family Medical Leave Act (FMLA) (revised 05-15-2025) 2.5 Covered Applications and Prohibited Technology **Recruitment and Employment Section 3:** 3.1 Employment Status and Expectations of Continued Employment 3.2 Nepotism and Non-Fraternization 3.3 Filling of Positions/Vacancies 3.4 Performance Evaluations (revised 10-21-2021) 3.5 Education and Training 3.6 Membership in Organizations and Associations 3.7 Commitment 3.8 Separation from Employment (revised 10-21-2021) Section 4: **Compensation** 4.1 Hours Worked (revised 05-15-2025) 4.2 Tuition Reimbursement 4.3 Inclement Weather and Emergency Closing (revised 05-15-2025) 4.4 Compensation 4.5 Timekeeping and Timesheets (revised 10-21-2021) 4.6 Rest and Meal Periods (revised 05-15-2025) 4.7 Overtime (revised 05-15-2025) 4.8 Final Pay at Termination or Retirement 4.9 Service Recognition Program & Longevity (revised 10-17-2024) 4.10 Interim Pay Premium Section 5: Leave 5.1 Holiday Leave (revised 05-15-2025) 5.2 Vacation Leave (revised 05-15-2025) 5.3 Sick Leave 5.4 Shared Sick Leave 5.5 Bereavement Leave (revised 10-21-2021) 5.6 Jury Duty Leave 5.7 Military Leave (revised 10-21-2021) 5.8 Modified Duty (revised 10-21-2021) 5.9 Mental Health Leave for Police (revised 05-15-2025) 5.10 Administrative Leave with and without Pay (revised 10-21-2021) 5.11 Public Safety Quarantine Leave (revised 05-15-2025)

#### **Section 6:** Benefits

- 6.1 Employee Assistance Program
- 6.2 Employee Benefits

#### **Section 7:** General Rules and Conduct

- 7.1 Harassment and Discrimination
- 7.2 Political Activity
- 7.3 Conflict of Interest and Outside Employment
- 7.4 Drug-Free Workplace
- 7.5 Conformance
- 7.6 Personal Appearance and Dress Code (revised 05-15-2025)
- 7.7 Contact with the Public and the Media (revised 05-15-2025)
- 7.8 Social Media (External)
- 7.9 Social Media (Internal)
- 7.10 Discipline (revised 05-15-2025)
- 7.11 Travel
- 7.12 Use of City Purchasing Cards (revised 10-21-2021)

### **Section 8: Complaint Resolution**

8.1 Grievances and Appeals

## **Section 9: Safety**

9.1 Safety