



Last updated:

City of Manor History

The City of Manor, founded in 1872, was located on the Houston and Texas Central Railway, giving residents easy access to markets. The City was named for James B. Manor who settled on Gilleland Creek, west of present-day downtown Manor. By the mid-1880s Manor had a district school, three churches, six general stores, and a population of 125. Cotton, cottonseed, and grain were the principal commodities shipped from the area. The community grew rapidly in the late nineteenth and early centuries, with population estimates reaching 500 by 1892 and 900 by 1914. In the late 1920s, Manor had 1,000 residents but the onset of the Great Depression led to a decline. Manor continued to serve as a commercial center for area farmers, many of whom used the railroad to ship livestock and dairy products. Based on the Decennial Census, the 2000 population was 1,200 persons. Today, the City of Manor's population exceeds an estimate of 12,000 residents.

Over the next decade, the City of Manor is poised to see explosive growth as its proximity to Austin, its affordable land, and its location at an interchange of the SH130 toll-road set the stage for this growth. Many new subdivisions offer a variety of housing types for first-time home buyers to retirees. In addition, the possibility that the still-active rail line might be used for commuter rail has increases Manor's growth prospects.

In conjunction with the current boom in residential growth, commercial retail and service providers are discovering that the City of Manor has affordable land, along with streamlined development processes created to welcome new development.

Your City Government

The City of Manor is a "Home-Rule" city which operates as Council-Manager form of government. Manor's governing body is made up of six Council Members and the Mayor, all of whom have an equal vote in making decisions for the City. The Mayor and the Council Members are elected at-large, by Place. Each seat on the council, except for the position of mayor, are numbered as Place 1 through Place 6. The Council Member occupying a particular seat is identified by the Place number assigned to that council seat.

Welcome

Welcome to City of Manor! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the City's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, sustainability, and diversity. Our team uses their creativity and talent to invent new solutions, meet new demands, and provide quality services. With your active involvement, creativity, and support, the City will continue to achieve its goals. We sincerely hope you will take pride in being an important part of City's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

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****This personnel policy should not be considered all-inclusive. The absence of a specific policy covering any act of the employee of the City of Manor does not mean that act is condoned, permissible, or would not call for disciplinary action.**

****This Personnel Policies & Procedures Handbook 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.**

Equal Opportunity and Commitment to Diversity

1.1 Employment at Will

Employment in the City is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the City Manager.

This means that the employee or the City may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee, is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no City representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or hourly terms are stated for convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. City employees have the right to engage in or refrain from such activities.

City Council must approve amendments and additions to the Personnel Policies & Procedures Handbook. The Human Resource Department produces all personnel policies, while the City Manager is responsible for the implementation of the policies.

1.2 Equal Opportunity

The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The City expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of their direct Supervisor and the Human resources Director.

1.3 Commitment to Diversity and Inclusion

The City of Manor is committed to creating, fostering, cultivating, and preserving a workplace culture in which all employees can participate and contribute to the success of the operations and are valued for their skills, experience, and unique perspectives. This commitment is embodied in the City's policy and how we do business and is an essential principle of sound management.

The City's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs; terminations, and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Promoting open, effective communication, as well as clear channels for feedback for all employees.
- Establish clear written employment policies and guidelines that address penalties for discriminatory treatment or behavior, harassment, and retaliation.
- Established a transparent process for reporting behaviors that violate these policies.
- Provide training opportunities for all personnel to ensure their commitment to recognizing and avoiding conscious and unconscious bias towards any persons with whom they have contact.
- Establish and maintain staff resources committed to the implementation and coordination of the City of Manor strategic initiatives.
- Employees who believe they have been subjected to discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or the Human Resources Director.

1.4 Americans with Disabilities Act (ADA) and Reasonable Accommodation

The City of Manor is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act as Amended (ADAAA). It is the City's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the City. The City of Manor prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

Under the ADA and ADAAA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy equal benefits and privileges of employment. An employee or applicant with a disability may request accommodation from the HR department and should specify in writing what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and under applicable law. The Human Resources Director then will review and analyze the request within a reasonable amount of time, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the City to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. The City of Manor prohibits retaliation against employees for exercising their rights under the ADA and ADAAA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

The City will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon The City's continuity of operations.

1.5 Harassment and Complaint Procedure

It is the City's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived characteristics including, but not limited to, race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or

gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. The City of Manor will not tolerate such conduct.

Furthermore, retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The City will take all reasonable steps to prevent and eliminate unlawful harassment and retaliation.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on actual or perceived characteristics including, but not limited to race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of any individual’s employment or as a basis for employment decisions.
- 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.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not.

- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons.
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate the City's policy.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation.
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report, whether a finding of harassment is made after an investigation. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

The City encourages all employees to attempt to resolve complaints informally through discussions with the employee's immediate supervisor or other member of management the employee is comfortable with. If an employee cannot resolve a complaint subject to this policy with his or her immediate supervisor, the employee shall submit a written complaint to the employee's Department Director. A written complaint to a Department Director for actions other than sexual harassment must be made within 30 days of the event or action complained of or the latest event or action if the complaint is regarding a series of actions. If an employee's complaint is not resolved to his or her satisfaction within ten days of filing a written complaint with the Department Director, the employee may present his or her written complaint to the Human Resources Department, who will forward the written complaint to the City Manager. The decision of the City Manager may be conveyed to the employee orally or in writing and is final.

1.6 Pregnant Workers Fairness Act

The U.S. Senate passed two acts that help working moms who are pregnant or breastfeeding. The Pregnant Workers Fairness Act and the Providing Urgent Maternal Protections for Nursing Mothers Act (the PUMP Act) were added to the 2023 omnibus spending bill, which has now passed the Senate and is headed for a House vote.

The PUMP Act: The PUMP Act for nursing mothers requires organizations to provide time and space for breastfeeding parents. The Affordable Care Act of 2010 already requires that employers provide reasonable time to express breast milk and provide a place for pumping, other than the bathroom, that is shielded from view and private.

Pregnant Workers Fairness Act: The second bill that helps mothers is the Pregnant Workers Fairness Act which requires employers to provide reasonable accommodations for medical conditions related to pregnancy and childbirth. The law states that employers can't deny employment opportunities based on these pregnancy accommodations, and they can't "require employees to take paid or unpaid leave if another reasonable accommodation can be provided."

The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

Specifically, the PWFA guarantees workers the affirmative right to receive reasonable accommodations for known limitations stemming from pregnancy, childbirth, and related medical conditions

Reasonable accommodations are changes in the work environment or how things are usually done.

Some examples of possible reasonable accommodations under the PWFA include:

- Additional, longer, or more flexible breaks to drink water, eat, rest, or use the restroom.
- Changing food or drink policies to allow for water bottles or food.
- Changing equipment, devices, or workstations, such as providing a stool or a way to do work while standing.
- Change uniforms or dress codes or provide safety equipment that fits.
- Changing a work schedule, such as having shorter hours, part-time work, or a later start time.
- Telework.
- Temporary reassignment.
- Temporary suspension of one or more essential functions of a job.
- Leave for health care appointments.
- Light duty or help with lifting or other manual labor or
- Leave to recover from childbirth or other medical conditions related to pregnancy or childbirth.

This list provides some examples; many other reasonable accommodations may exist. Also, a worker may need different accommodation at different times during the pregnancy or after childbirth.

Conflict of Interest and Confidential Information

2.1 Conflicts of Interest

The City of Manor expects all employees to conduct themselves in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding actual and potential conflicts of interest.

What constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in private activities outside of employment that do not in any way conflict with or reflect poorly on the City.

Defining all the circumstances and relationships that might create a conflict of interest is impossible. If a situation arises with a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Holding a substantial interest in, or participating in the management of, a firm to which the City makes sales or from which it makes purchases.
2. Accepting substantial gifts or excessive entertainment from an outside organization or agency (value of over \$50).
3. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the City.
4. Participating in civic or professional organization activities in a manner that divulges confidential City information.
5. Misusing privileged information or revealing confidential data to outside vendors, organizations, agencies, citizens, and/or contractors.
6. Using one's position in the City or knowledge of its affairs for personal gains; *and*
7. Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City.
8. Use City employment, authority, or influence in any manner for his/her personal betterment, financial or otherwise.
9. Have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or services.
10. Discussions or participate in decisions of any City agency, board, commission, or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision.
11. Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair independent judgment in performing duties to the City.

*For additional information regarding outside employment, refer to the Outside Employment section of this Handbook.

12. Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

Any potential conflicts of interest must be disclosed to the City Manager immediately and the potential or conflicted employee must be isolated from the transaction. An employee may not knowingly participate in a decision of any matter involving a business entity or real property with which he/she has substantial interest if the decision on the matter will have a special economic effect on the business entity or real property which is distinguishable from the general public or that may be controlled by Chapter 171, Regulation Of Conflicts Of Interest Of Officers Of Municipalities, Counties, And Certain Other Local Governments, Texas Local Government Code as may be amended from time to time. A “substantial interest in a business entity” is defined as an employee owning 10% or more of the voting stocks or shares of the business entity, the employee owns either 10% or more or \$15,000 or more of the fair market value of the business entity or the funds received by the employee exceeds 10% of the employee’s gross income for the previous year. A “substantial interest in real property” is defined as an employee owning \$2,500 or more in real property and/or if a person related to the employee in the first degree has a substantial interest.

Violations of this policy may result in disciplinary action up to and including termination of employment. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director, the Human Resources Department, or the City Manager’s office.

2.2 Confidential Information

Confidential information is all information disclosed to or known by you because of employment with the City that is not generally known to people outside the City about its business.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Human Resources Department maintains these confidential medical files. Examples of information that may be provided to the City by an employee’s health care provider, and maintained in the confidential medical file, include:

- A note to justify an absence.
- A note to request leave.
- A note to verify the employee’s ability to return to work.

- Medical records to support a claim for sick pay or disability benefits.
- Insurance records and Workers' compensation records.

It is essential that employees understand that the records are confidential, but that confidentiality may be waived when the employee provides medical information to his/her supervisor or the Human Resources Department. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an "as needed" basis with other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors, or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

Any employee who is subpoenaed or otherwise potentially legally compelled to provide is encouraged to notify the human resources department prior to providing any information.

2.3 Employee Privacy

It is the City's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise or reasonable suspicion, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the City and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, drug testing, breathalyzer testing, and of the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of city facilities only for the business purposes of the City of Manor. Accordingly, materials that appear on city hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the IT Department at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on city property. The City of Manor regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, the City has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Video equipment will not include an audio component.

2.4 Privacy—Social Security Numbers

It is the City's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, background investigations or for purposes of enrollment in the City's employee benefit plans.

All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The City will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

Employment Relationship

3.1 Employment Classification

The City of Manor classifies its employees as shown below to determine eligibility for benefits and overtime status and ensure compliance with federal and state laws and regulations. The City may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible for overtime pay. The average exempt employee, however, normally does not often exceed 40 to 45 hours per week.

Nonexempt. Nonexempt employees are paid hourly and are eligible to receive overtime pay for overtime hours worked after forty hours per week.

Regular, full-time. Employees not in a temporary status work a minimum of 36 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part-time. Employees who are not in temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are not eligible for the benefits offered by the City.

Temporary, full-time. Employees who are hired as an interim replacement or, participating in an internship program, or is required to pass a specialized instruction course to proceed to a regular, full-time position, or a position to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status unless notified by the Human Resources Department. Temporary, full-time employees are not eligible for the benefits offered by the City.

Temporary, part-time/seasonal- Employees who are hired as an interim replacement or participating in an internship program or a position to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status unless notified by the Human Resources Department. Temporary, part-time, and seasonal employees are not eligible for the benefits offered by the City.

Reserve personnel. The City of Manor may hire reserve personnel for specific positions that require identifiable staffing requirements to maintain service levels. Reserve personnel are employees of the City of Manor and, as such, are subject to all the same recruitment, hiring, and personnel policies as all other City employees, including, without limitation, criminal background checks and drug screenings. The services of Reserve Personnel are performed on an "as-needed" basis as determined by the Department Director.

Volunteers. Volunteers are not employed by the City in any capacity. Volunteers elect to donate their time and services as a volunteer for the City without any expectation of compensation. Volunteers are not paid and are not entitled to any benefits.

Interns: Unpaid- Are considered volunteers and are not employed by the City in any capacity.

Paid (By the City)- These are considered part-time employees and are not eligible for any benefits offered by the City but may represent the City in an official capacity.

3.2 Compensation

Compensation. The City strives to provide exemplary service to the community by being a model for Municipal Government. Recognizing the centrality of our workforce of dedicated and talented professional staff, the City of Manor is committed to promoting organizational and community values that include exceptional service to the public, consistent and excellent performance, innovation, good fiscal, social, and environmental stewardship, and ethical behavior. The compensation program is aimed to retain and attract high-skilled, high-performing staff capable of delivering the highest standards of public service to our community. The City will expect all staff to consistently perform to those high standards in their work performance, customer service, ethics, and passion for public service. The City will also strive to administer pay and benefits in a way that is fair and transparent to all, that provides equal pay for equal work, and that does not take into consideration race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance. To provide competitive, sustainable, and responsible compensation, the City will consider the following:

Total compensation consists of, but is not limited to, direct compensation, such as salary; and indirect compensation such as certification pay, health insurance, retirement, professional development, and time-off benefits.

In evaluating competitive compensation, the City will consider financial sustainability, relevant labor market, internal relationships, transparency, and other relevant factors.

Pay Scale. Subject to approval by the City Council, the Human Resources department shall prepare and administer a written compensation plan for City employees. City employees shall be paid hourly wages or salaries in accordance with the matrix formula of such said compensation plan. Along with a competitive compensation plan a Compensation System policy has been adopted by Resolution of the City Council for a consistent and formatted process across all departments.

3.3 Introductory Period

Introduction period. The city policy is that all new, presently transferred, or promoted employees' work be carefully monitored and evaluated for an initial introductory period of six (6) months; City of Manor Police Officers will be required to complete an introductory period of one (1) year.

An employee may be discharged at any time during the introductory period for any reason, and no reason need be assigned by the City.

Purpose. Department supervisors shall use the introductory period to observe and evaluate the work and fitness of employees closely and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards during their introductory period shall be retained. In the case of appointing or promoting a department supervisor, the introductory period shall be evaluated by the department director.

Failure to complete the introductory period. An employee shall fail the introductory period when, in the judgment of the department director and the Human Resources department, the employee's fitness and/or quality of work is not such as to merit continuation. Termination during the introductory period may occur at any time and shall not be considered part of the disciplinary process.

If desirable and feasible, the employee may be administratively transferred to a more suitable position. A newly promoted or transferred employee who fails in the introductory period may be returned to his/her former classification if a position is available and will be eligible for future advancement. Documentation is required regarding the failure of the introductory period.

3.4 Workweek and Hours of Work

Regular work hours. Non-exempt employees of the City typically work 40 hours in a seven-day work week. Exempt employees may be required to work more than 40 hours in certain weeks. The work week begins at 12:00 a.m. (midnight) on Sunday and ends at 11:59 p.m. the following Saturday. The regular workday normally begins at 8:00 a.m. and ends at 5:00 p.m. although employees in some departments may have different work hours. (For example, most non-exempt police officers work a 12-hour shift.) In times of disaster or emergency, work hours shall be determined by the City Manager. A workday as defined by the City is eight (8) hours for most positions.

Adjustment to work hours. - To ensure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments with consideration by the City Manager and Human Resources Director. Work hours and work shifts must 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 includes that he/she will be available to do such work.

3.5 Hybrid Working

When possible, the City of Manor supports alternate work schedules to promote and support a high-quality work-life balance while maintaining the continuity of operations with the highest expectation of customer services for the public. The City's core business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., a forty (40) hour work week.

Each City Department wishing to establish a Hybrid Schedule must develop a “Hybrid Staffing Plan” Directive that the Human Resources Director and the City Manager must approve. Each plan must adhere to all factions of the City’s policy. The Schedule will not require the City to expand extra unbudgeted funds. The Hybrid schedule CANNOT be used in place of leave time. All employees' leave accrual will be charged according to the leave policies of the City, i.e., vacation, sick leave, personal, comp. time, FMLA, etc.

The Department Director or the City Manager may terminate the Hybrid Staffing Plan for any reason and at any time. The City will provide the impacted employee(s) with advance notice of termination of the Hybrid Staffing Schedule. Failure to adhere to the policy may provide cause for discipline.

Working remotely may be determined by the approval of the Department Director, Human Resources Director, and the City Manager on a case-by-case basis. This will be a temporary, short-term, hybrid plan to adhere to ADA and EEOC requirements. The ad-hoc telework can allow telework-ready employees to work from a pre-determined location, with VPN and other safeguards to ensure the integrity of the City’s networks.

3.6 Meal and Rest Breaks

Meal periods. Full-time, non-exempt employees (excluding most non-exempt police officers) are provided a one-hour unpaid meal break near the middle of the workday. The department Director may stagger meal periods to minimize departmental interruption. Supervisors will provide employees with the starting and ending times of their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period. The supervisor must approve missed meal periods.

3.7 Time Records

All exempt and nonexempt employees are required to complete accurate weekly time reports showing all time worked. Time will be calculated on the hour and rounded to the nearest quarter, i.e., 10:42 10.75. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness before forwarding it to the HR department.

Attendance and punctuality. Employees shall attend to their work in accordance with the rules regarding hours of work, holidays, and leaves. If an employee has an unexpected absence, the employee shall call or notify his/her supervisor within the hour prior to when the employee is to report to work. Failure to notify the supervisor may result in disciplinary action. Excessive tardiness, neglect of duties, or unauthorized absences will be grounds for dismissal. If the immediate supervisor is not available to report an unexpected absence, the employee shall report to the Human Resources Director or designee directly. All Department Directors shall report all expected absences for training, vacation, and other planned leave as soon as known but not later than two weeks prior to such leave, unless good cause exists for less notice. All Department Directors shall report to the Human Resources Department, or designee, any sick leave to be taken as soon as such is known. The Human Resources Department and Department Director shall ensure adequate supervision of the department in the absence of the Department Director. If no other supervisor exists in the department, the Human Resources Director shall

supervise the department's attendance in the Department Director's absence and designate a supervisor for such department. All Department Directors shall keep daily attendance records of employees and all absences shall be reported on a leave form and turned in with the department time sheets each pay period. Department Directors shall report personal, vacation time and sick time used each pay period to the City Manager and Human Resources Director. Department Directors shall be responsible for keeping true and accurate attendance records for each employee and ensuring each employee's attendance complies with this policy manual. The Human Resources Department, or designee, may check time sheets for any department for accuracy. In most cases, an employee who fails to properly notify his/her supervisor in advance of an absence or tardy will be subject to disciplinary action up to and including termination of employment. An employee who fails to notify the City of an absence of five days or more will have voluntarily resigned his/her employment.

Absent from work for more than 180 days. Any employee who is absent from work on a leave of absence for a period of 180 calendar days, regardless of the reason, and is unable to return to work after 180 calendar days will be terminated. This policy will be administered consistently with the City's obligations under the Americans with Disabilities Act, USERRA, and FMLA.

3.8 Overtime

Non-exempt employees. Due to the City's needs, you may be asked to work overtime when required. Overtime is actual hours worked more than 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular pay rate for all hours over 40 worked in a single workweek. Paid leave, such as holiday, sick time, bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager. Police officers are paid overtime based on the work cycle adopted by their Department under Chapter 142 of the Texas Local Government Code.

3.9 On-Call and Call-Back Compensation

On-Call. The City provides for after-hour service needs by allowing some departmental operations to designate certain non-exempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.

For a non-exempt employee to be designated as officially on-call:

- The employee must have completed the training and certification required for their position.
- The employee must have a city cell phone for City communication purposes.
- The employee must respond within 30 minutes to their department or scene.
- The employee must be the designated on-call personnel on a schedule approved by their department supervisor.

- The employee cannot be on any leave for the assigned day to be eligible for on-call pay, i.e.... Sick leave, vacation, administrative leave, Worker's Compensation, etc.

After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a callback (via paging, telephone, or radio) within designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to provide on-call services needed within the required time frame. Any employee scheduled to be on call who is called out is governed by this policy.

On-Call Compensation. On-call status is not considered time worked, a daily stipend of \$25.00 per day shall be paid to those employees designated as on-call employees.

On-call employees called out to the workplace will be paid at their regular rate of pay for actual hours worked. Time worked immediately after regularly scheduled working hours at the request or approval of the supervisor will not be considered on-call and is paid at the employee's regular rate of pay until overtime requirements are met. Continuing work on a call-out that extends beyond the one-hour minimum and into a day off does not entitle the employee to additional premium pay. Travel time to and from a call-out is compensable under this policy if the call-out is due to a situation that requires immediate attention and is unscheduled. Travel time to and from the work site performing regularly scheduled rounds is not compensable. On-call procedures will be conducted in accordance with departmental policy and such a policy must be approved by the City Manager. In all cases, employees must report their actual hours worked on their time sheets. Employees exempt from overtime are not eligible for compensation under the provisions of this policy. The City will pay overtime as required by the Fair Labor Standards Act or other City policies regulating overtime.

Call-Back Compensation. Some instances require an employee to be "called back" to assist with the needs of the City, this is not for regularly scheduled working hours, on-call schedules, or events, this pay guarantees the individual a two (2) hour minimum worked time at the employee's regular rate of pay until overtime requirements have been met, even if the work was less than two (2) hours.

3.10 Deductions from Pay/Safe Harbor Exempt Employees

The City of Manor complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes.
- Deductions for employee benefits when authorized by the employee.

- Absence from work for one or more full days for personal reasons other than sickness or disability.
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- Offset for amounts received as witness or jury fees or for military pay.
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions *and*
- Any full workweek in which the employee does not perform any work.

During the first week, an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA). Exempt, salaried employees are required to use vacation, sick leave, or compensation time when away from their specified facilities on personal business, more than two (2) hours, as this does not change their total monetary compensation or exempt status.

Compensatory time off may be granted to exempt positions. There is no legal requirement or obligation of the City of Manor to grant compensatory time to exempt employees. The City Manager may choose to grant compensatory time off to exempt employees who are required to work more than forty- four (44) hours per week for special projects i.e., unscheduled meetings requiring attendance past four (4) hours beyond their regular daily schedule, or during weekends, or any other normally scheduled time off, such as the city observed holiday. As with non-exempt employees, working during lunch only constitutes workable hours if it is a working luncheon and must be pre-approved. As with flexible hours, coming early and staying late does not allow for unused leave time; this is considered regular attendance.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee’s pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the City will reimburse the employee for the improper deduction.

3.11 Paychecks

All City employees will be paid bi-weekly (every two weeks) on Wednesday by the end of regular business hours. Pay dates falling on an observed holiday will be scheduled for the preceding day. Paychecks are directly deposited into your checking and/or savings accounts.

3.12 Longevity Pay

The City provides regular full-time employees with longevity pay. All regular full-time employees who have been continuously employed for two (2) years or more each calendar year shall be eligible for additional compensation at a rate of one hundred (\$100.00) per year for each full year of continuous service with the City up to a maximum of twenty-five (25) years. Longevity pay

will be awarded annually, as a lump sum, on the anniversary of the hire date. Longevity pay is not an accrued benefit payable upon termination of employment.

Police Department Members- per Texas Government Code 141.032, in a municipality with a population of 10,000 or more, each member of the police department is entitled to receive, in addition to all other monies paid for services rendered in the department, longevity pay of \$4 a month for each year of service in the department, not to exceed twenty-five (25) years.

3.13 Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their files. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

3.14 Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the City if (1) the persons concerned will not work in a direct supervisory relationship, (2) the employment will not pose difficulties for supervision, security, safety, or morale, and (3) it is recommended relatives work in different City departments for absence and conflict of interest purposes. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Relatives and domestic partners may not be hired by the City if related to a current City Manager or active City council member.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. Suppose employees who marry or live together do work in a direct supervisory relationship with each other. In that case, the Human Resources Department will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the City.

3.15 Separation from Employment

Resignation. In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least two (2) weeks in advance of the last day of work. Holidays and PTO will not be counted toward the two (2) weeks' notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. Employees who fail to give or complete the two (2) weeks'

notice are typically not eligible for rehire. **Once the resignation notification is given NO sick leave or floating holiday leave (personal) time will be allowed to be used.**

Retirement. An employee who intends to retire must notify his/her immediate supervisor, Department Director, and the Human Resources Department in writing, thirty (30) days prior to the date of retirement. This 30-day requirement is necessary to ensure that the required paperwork is submitted to Texas Municipal Retirement System (TMRS). The City shall offer employees retiring with the City the option to purchase continued health benefits coverage, as outlined in Texas Local Government Code §§ 175.001 et seq., as amended. **Once the retirement notification is given, NO sick leave or floating holiday leave (personal) time will be allowed.**

Dismissal/ Termination. City employees are at-will employees. Employment may be terminated by the employee or by the City for any reason or no reason. At its discretion, the City may terminate an employee's employment because of unsatisfactory attendance, unsatisfactory performance, or conduct, and/or violation of City policies or procedures. City employees who are terminated or who resign in lieu of termination due to unsatisfactory performance or conduct and /or violation of City policies or procedures are not eligible for rehire without approval of the City Manager.

Job abandonment. If an employee fails to properly notify the City of his/her absence from work or if an employee is absent without authorization and/or notification for five (5) consecutive days, the City will consider the employee to have abandoned his/her employment, and he/she will be terminated.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay and applicable benefits continuation. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the City.

3.16 Certification Pay

Certification pay is paid as additional compensation for those employees who receive a certification issued by an accredited agency that directly relates to their jobs. The certification will be needed to meet regulatory requirements within the department's operations. The Human Resources Director and Department Director will make any recommendations to add or remove certifications to the list of eligible certifications as needed. These recommendations will be presented for Council consideration. Certification payment will not be paid until approved or removed from the list by City Council Action and within the approved budget.

Specific certifications that are required for a position are not eligible for certification pay as it is considered in the matrix of the compensation scale.

3.17 Promotion, Demotion, and Transfers

Promotions. A promotion is the movement of an employee from a position in one Pay Grade to a different position in a higher Pay Grade.

Employment notices will be posted internally for three (3) days for qualified employees. Employees will follow the City's application process and a goals and expectations interview.

A promoted employee may be placed within the new Pay Grade at the rate of pay that provides up to a 3% increase or the Minimum Rate, whichever is greater. The Human Resources Director may authorize up to a 10% increase if necessary for compression purposes. However, other salary ranges and Classifications of employees must also be considered to avoid in-range compression.

The first work date in the new position shall be the effective date for pay increases due to promotion.

Demotions. Demotion is the movement of an employee from one Pay Grade to a lower Pay Grade resulting from a disciplinary measure, as a request for voluntary demotion, or in response to position/department changes.

For demotions that occur because of position changes, position consolidations, or an administrative reason (not based on the performance of the employee), the salary will be placed at the rate closest to their current rate in the new Salary Range for a maximum of one (1) year.

For demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, the salary will be reduced within the new Salary Range to the current placement (For example, a Pay Grade 55, moving to a Pay Grade 45) and place at the rate closest to their current rate in the new Salary Range, based on qualifications and service time. The salary shall be "red circled" and frozen at that level until the Salary Range of the ne Pay Grade catches up to the employee's salary.

For demotions that is a result of the employee's performance or discipline, the employee's salary is decreased to within the Salary Range of the new Pay Grade, as determined by the Human Resources Director.

Transfers. A transfer is the movement of an employee from one position to another in the same Pay Grade. There shall be no salary adjustment whenever an employee transfers to another position.

3.18 Sign-on and Retention Bonus

Workplace Safety

4.1 Drug-Free and Alcohol-Free Workplace

The City of Manor's policy is to maintain a drug—and alcohol-free work environment that is safe and productive for employees and others doing business with the City.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on City premises or performing services for the City is strictly prohibited. The City of Manor also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the City prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana) and the possession, use, or sale of illegal drugs when these activities adversely affect job performance, job safety, or the City of Manor's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: as required by the City for all prospective employees who receive a conditional offer of employment. The applicant will be given seven (7) business days to complete the drug screen; if not done in the allotted time, the conditional offer of employment will be rescinded, with no exceptions.

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance.

Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision, this policy will consistently be enforced per applicable state and local law.

Any employee violating this policy is subject to discipline for the first offense, up to and including termination.

4.2 Smoke-Free Workplace

Smoking is not allowed in City buildings or work areas at any time. In compliance with Ordinance 502 "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Use of smoking products is authorized in an area at least fifteen (15) feet away from ANY entrance to a public building or City facility. Employees using these areas are expected to dispose of any smoking debris safely and properly.

4.3 Workplace Violence Prevention

The City of Manor is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, there is ZERO tolerance for employees engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, its elected officials, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including arrest.

Adhering to Penal Code 46 and Texas Labor Code 52.061, the City prohibits employees, other than a certified licensed police officer, the possession of weapons on its property, or City vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The City reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on City property. In addition, The City of Manor may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

4.4 Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of maintaining continuity of operations.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management of any health or safety issues. All employees are encouraged to partner with management to ensure maximum safety.

All on-the-job accident and incident injuries, however slight or seemingly inconsequential, **must be reported immediately by phone or in person as soon as possible but no later than 24 hours after the accident or incident** to the employee's immediate supervisor and the Human Resources Department. Failure to report any accident or incident immediately with a follow-up formal Accident Statement or Incident Statement report provided within 24 hours of its occurrence without good cause may lead to disciplinary action, including termination of employment. Such reports are necessary so that the City can comply with applicable laws and begin workers' compensation benefit procedures where appropriate.

Employees who violate safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will be subject to disciplinary action.

Definitions

Incident- An unplanned, undesired event that hinders task completion and may cause injury, illness, or property damage or some combination of all three in varying degrees from minor to catastrophic; unable to prevent or prepare for.

Accident- Similar to the incident but supports the mindset that it could have been prevented; caused by error. Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Employees involved in an accident while operating a City vehicle or a personal vehicle on City business must immediately notify the proper law enforcement agency (if applicable) and the appropriate Supervisor, Department Director, and Human Resources Department. The employee must file accident reports and any law enforcement report with the Department Director and the Human Resources Department.

ALL employees will be tested for alcohol and illegal and unauthorized drugs after a workplace accident or in connection with any required treatment or rehabilitation. An employee who has an injury incident during his/her official duties is not exempt from mandatory drug and alcohol testing. An on-duty police officer injured while subduing a suspect is required for drug and alcohol testing.

Police Department employees are also subject to any applicable departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.

All accidents and incident drug and alcohol screening will be done at The City of Manor Police Department. If the drug screen or alcohol breathalyzer comes back inconclusive, an outside screen will be required within twenty-four (24) hours.

4.5 Emergency Closings

The City of Manor will always make every attempt to keep facilities open for business. Except for extraordinary circumstances, City offices MAY CLOSE. All City employees, whether exempt

or non-exempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify his/her immediate supervisor and/or Department Director and decide to report to work if weather conditions improve. Any leave taken due to inclement weather will be charged to vacation. Part-time non-exempt employees who have no accrued vacation time available will not be paid for the time missed. The Department Director or immediate supervisor is responsible for seeing that City services are staffed while City offices are open for business during inclement weather or emergency conditions. Any City service that cannot be provided during inclement weather or other emergencies must be immediately reported to the City Manager's Office.

When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, i.e., those non-essential employees who were scheduled to work during the time of closure, will be granted "paid administrative leave" for the time the office/department is closed. "Paid administrative leave" will NOT be given to employees when they were previously scheduled off, such as vacation, sick leave, personal time, FMLA, etc. Specific personnel and first responders must report to work even when other City departments are officially closed due to weather or other extraordinary circumstances. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the Department Director and the City Manager. Essential personnel who fail to report to work will need to use accrued vacation time and may be subject to disciplinary action up to and including termination of employment. The City Manager MAY authorize emergency pay at the rate of one and one-half times the employee's regular rate of pay for non-exempt essential personnel on a case-by-case basis. Employees are required to sign an acknowledgment form that they have received notice of their designation of essential or non-essential status and the requirement to work during inclement weather at the time of employment.

When either the Judge or the Mayor declares a disaster, all non-exempt employees required to work will be paid one and one-half (1 ½) times their regular hourly rate, and all exempt employees shall accrue compensatory time.

4.6 Visitors

To maintain security and safety for our employees, the City has the following policy with respect to visitors:

All visitors must check in at the front desk and must be escorted by an employee throughout the facility. This applies to anyone who is not an active employee or City Councilmember, including employees on disciplinary or administrative leave, family members, former employees, vendors, and suppliers. Visits from family members shall have very limited access to other areas of facilities and be approved by the Department Director on a case-by-case basis.

When employees have any doubt whether a person can visit, they should contact their immediate supervisor or the HR department.

4.7 Continuity of Operations

In the event of a wide-scale emergency, the City of Manor must balance a variety of objectives when determining best to ensure the continuity of operations, reduce the impact on the workplace, and ensure the safety of all City employees. If an emergency is declared by the City or Travis County that affects the City, and non-essential employees are forced to evacuate their worksite due to the pandemic or other unforeseen circumstances, the City Manager reserves the right to allow for immediate and temporary memorandum changes to certain aspects of the Personnel Policies and Procedures to ensure the safety of all City employees including but not limited to leave balances, administration pay, telecommuting , minimalizing or adding to the workforce in specific departments possible vehicle distribution, temporary shelter for essential personnel, economic assistance, and tighter guidelines on sick and vacation leave. Please be placed on notice that in the case of a wide-scale emergency, the situation is fluid and changes will be made to address the situation as it evolves.

This policy will take immediate effect when an emergency or a potential emergency is imminent and is declared, as such, by the City or Travis County. This policy will remain in effect until the City determines that the emergency or potential emergency is no longer a threat to the organization or its employees. No part of this policy will be effective to the extent it conflicts with State or Federal law unless exigent documented reasons exist.

Each department director shall develop department specific plans, procedures, and guidelines regarding determination of essential and non- essential personnel during a state of emergency to see that departmental functions and services close or remain available to our community. This will assist the City Manager with prioritizing essential city services.

Definitions

Non-essential: An employee whose presence at work is not required during an emergency and where the employee is not required to assist the agency and/or division in meeting its operational needs.

Essential: An employee whose presence at work is required during an emergency and where the employee is required to assist the agency and/or division in meeting its operational needs. An essential employee is required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or the suspension of operations.