

Workplace Guidelines

5.1 Attendance

All employees are expected to arrive on time, ready to work, every day that they are scheduled to work. If unable to arrive at work on time, or if an employee is absent for an entire day, the employee must contact the immediate supervisor as soon as possible.

Non-exempt employees of the City normally 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. This section does not reflect the approved or unapproved schedule in section 3.5.

To ensure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments with the approval of 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 acknowledgement that changing shifts or work schedules may be required and includes that he/she will be available to do such work. If an employee works a schedule that is different than the standard eight-hour workday (excluding police officers in the Patrol Division who work shifts), that schedule must be submitted in writing to the Department Director for consideration. Upon Department Director consideration, the request is forwarded to the City Manager and Human Resources Director for approval on a case-by-case basis focusing on providing enhanced service to the customers. A copy of the approved schedule must be forwarded to the Human Resources Department to be placed in the employee's personnel file.

Voicemail, text, and e-mail messages are acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline. Failure to show up or call in for a scheduled shift without prior approval may result in discipline.

5.2 Employee Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Each department director is responsible for assisting the Human Resources Department in specifying what performances need to be evaluated and monitored. Each department will have a directive to coincide with the measurable areas in the performance evaluation. The department director and the immediate supervisor will assign performance factors to each job

position. The factors will be determined by complying with the job description and classification and will remain constant for all people in the same job.

An annual performance evaluation will be conducted during the month of August for each employee having been employed six (6) months or longer with the City. The evaluation will cover the previous fiscal year. An Employee Evaluation Form will be completed for all new employees six (6) months from the date of employment. A copy will be given to the employee. The original will be retained in the employee's personnel file. The Employee Performance Evaluation Form should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities that pertain to each department. The Employee Performance Evaluation Form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (evaluator) and the employee as to the job description and major performance objectives.

Current employees that are promoted within the City of Manor will also complete an Employee Performance Form at the end of their six (6) month introductory period.

New Employees will be evaluated during their sixth month of employment. On the first working day of the sixth month of employment, the Human Resources Department will send the new employee's supervisor an Employee Performance Evaluation Form, a Career Development Form, and a Self-Appraisal Form. The evaluation form will be processed as outlined above. If overall job performance is judged to be unsatisfactory, a memorandum specifying the areas of deficiency and the corresponding corrective action will be completed and forwarded with the completed Employee Performance Evaluation Form to the Human Resources Department. If the evaluator believes that the employee will not be able to meet performance standards at any time in the future the employee may be terminated.

5.3 Outside Employment

City employees may engage in outside or self-employment provided they receive prior written approval from the City Manager (or designee). Department Directors must also receive written approval from the City Manager prior to engaging in outside or self-employment.

Employees may not accept outside or self-employment that conflicts with the effective performance of the employee while on duty with the City, or conflict in any way with the best interests of the City. Other outside activities, such as volunteer activities, that might similarly distract from an employee's ability to perform his or her job with the City are also prohibited. An employee will not be covered by the City's workers' compensation insurance while working for another employer or while self-employed unless the employee is required to perform official City employment activities while engaged in such outside or self-employment. Approval for outside or self-employment as set out in this policy does not authorize an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, to engage in any outside or self-employment. Under no circumstances may an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, engage in outside, off-duty, or self-employment.

For purposes of this policy, outside or self-employment includes a job, activity, or enterprise (including self-employment) which constitutes a form of employment or business outside the responsibilities of employment with the City. This policy is not intended to cover volunteer work with a non-profit organization such as United Way, Girl Scouts, American Heart Association, faith-based activities, or similar activities where compensation is neither expected nor paid in the ordinary course of operations.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

5.4 Dress and Grooming

Employees must always dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the workplace year-round, in accordance with this policy. This policy applies to all employees except those who are required to wear uniforms. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments to maintain acceptable dress and appearance.

Professional business attire or the required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Clean and presentable attire that is typical for the job function (i.e., suits or dresses for the City Manager's Office, polo with city logo and slacks for Parks & Recreation) are proper attire for personnel scheduled for City Council meetings, receptions, etc., unless otherwise directed by the City Manager for the occasion.

Employees must remember that they are professional 100% of the time and are dressing for business, not for pleasure. All clothing must be clean, neatly pressed and in good repair and appropriate to the work setting. Attire must always reflect a professional business attitude and presence. Provocative, suggestive articles or other inappropriate dress are not allowed in the workplace. When there is a question on whether an item of clothing is prohibited, please err in favor of being conservative and assume that it is not acceptable attire. The City Manager may designate a specific day in which casual attire may be worn. However, it is at the City Manager's discretion and the attire worn on "casual days" should still reflect an appropriate professional appearance. Department Directors may occasionally allow employees to wear casual attire if a specific work assignment dictates that casual attire is appropriate and to ensure the safety of an employee.

Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the individual departments or managers.

5.5 Social Media Acceptable Use

The City of Manor encourages employees to share information with coworkers and with those outside the City to gather information, generate new ideas, and learn from the work of others. Social media provides inexpensive, informal, and timely ways to exchange ideas and information. However, information posted on a website is available to the public, and therefore, the City has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

The primary benefits of social media use by the City include:

- Engage in one-on-one communication with Manor residents and stakeholders.
- Promote city government programs and services promptly.
- Respond to public questions or concerns promptly.
- Expand and target media reach to a diverse set of community audiences.

City Employees must adhere to applicable federal, state, and local regulations while managing content on a City social media account, including those specific to computer use, electronic communications, workplace behavior, professionalism, records management, and all other applicable City policies and procedures. You are responsible for authoring or publishing content from a City social media account. The Information Technology Department is responsible for archiving and retaining content published from a city's social media account per the Texas Public Information Act.

This policy does not extend to the personal social media accounts you manage. However, you may be subject to corrective action for violating City policies and procedures by publishing content that could negatively affect public confidence in either City operations or your capacity to serve as a City employee.

While connections to City social media accounts from your accounts are permitted, the content of personal accounts should not be published in such a way as to cause users to believe the content is administered or endorsed by the City, including unauthorized use of City logos and trademarks.

Prohibited activity employees are not permitted to engage in:

- Create a social media page representing the City or one of its departments, affiliates, boards, or committees unless authorized by the City Manager and Public Information Officer in writing.
- Link City contact information to a personal social media account (i.e., City addresses, names, phone numbers, emails) unless authorized by the City Manager or Public Information Officer in writing.

- Use personal social media accounts while at work when it violates the City's code of conduct policy or any other City policies or procedures or if it involves unlawful or unauthorized commercial, political, or other prohibited activities.

Publish content on a City social media account that contains any of the following:

- Misleading or derogatory information about the City or its employees, officials, policies, or procedures.

Avoid statements about the City of Manor's future. Because the City is a public entity, writing about projected growth, sales and profits, future products or services, marketing plans, etc., may violate applicable laws.

- Link City contact information to a personal social media account (i.e. City addresses, names, phone numbers, emails) unless authorized by the City Manager or Public Information Officer in writing.

- Use personal social media accounts while at work when it violates the City's code of conduct policy or any other City policies or procedures or if it involves unlawful or unauthorized commercial, political, or other prohibited activities.

Publish content on a City social media account that contains any of the following:

- Misleading or derogatory information about the City or its employees, officials, policies or procedures.
- Actual or potential claims and litigation involving the government.
- Known copyrighted work or intellectual property of others without written permission.
- Personal, sensitive, or confidential information.
- Pornography or any sexually explicit content or comments.
- Racist, sexist, or disparaging language about any ethnic, religious, or social group.
- Threatening, harassing, or defamatory comments.
- Political campaign materials or comments.
- Information that is not public.
- Content that violates applicable City policies and procedures and/or other laws (i.e., discrimination, harassment, sexual harassment, hostile work environment, retaliation, ethics, professional work environment, copyright, etc.) e. Administrators of City social media accounts intended for public access and comments are prohibited from blocking users of those accounts.

All questions or other requests from the news media should be directed to the City Manager. The first submission will be used for identical or similar posts on a topic. Anonymous postings are prohibited. Commenters should use their full names when applicable and may be contacted to verify authenticity. Any communications made from any social media platform will not constitute a legal or official notice or comment to the City or any City official for any purpose. City social media accounts are not meant to

replace or circumvent existing processes and procedures. For example, a comment that asks for public records will not be considered an official request unless sent through the proper channels and methods.

General Guidelines:

- Be transparent – Your honesty will be quickly noticed on social media. If you are blogging about your work, use your real name and identify that you work for (or on behalf of) the City of mANOR. And be clear about your role. If you are interested in something, be the first to point it out.
- Be judicious – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Get permission to publish or report on conversations meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.
- Be knowledgeable – Write in the first person and stick to your areas of expertise, especially those related to the City and your assignments. If you are writing about a topic that the City is involved with but is not an expert on, you should clarify this to your readers. If you publish to a website outside of the City, please use a disclaimer: “The comments on this site are my own and do not necessarily represent the City of Manor statements or opinions.” See a City legal representative if you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws.
- Be perceptive – The lines between public and private, personal and professional, are often blurred in online social networks. By identifying yourself as an official of the City, you are creating perceptions about your expertise and the City. Be sure that all content associated with you is consistent with your work and the City’s values and professional standards.
- Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly “composed” language. Bring in your personality and say what is on your mind. Consider content that is open-ended and invites responses. Encourage comments. Broaden the conversation by citing others commenting about the same topic and allowing your content to be shared.
- Be excited – The City is making essential contributions to the community, state, and nation and public dialogue on various issues. Our activities are focused on providing services and innovation that benefit citizens and stakeholders. Share what Leander is learning and doing, and open social media channels to learn from others.
- Be valuable – There is much-written content in social media. The best way to reach an audience is to write about things they value. Social communication from the City should help citizens, partners, and families. It should be thought-provoking and build a sense of community. If it helps people improve their knowledge or skills, build their businesses, do their jobs, solve problems, or understand the City better, then it is adding value.
- Be responsible – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, do not publish. Take a minute to review these guidelines to determine what is bothering you, and then fix it. If unsure, you might want to check with a City public information officer, department head, or legal representative. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.

- Mistakes happen – If you make a mistake, admit it. Be upfront and quick with your correction. n. If you post to a blog, you could modify an earlier post. Make it clear that you have done so.

Records Retention City social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record. Social media content administered by City employees and intended for public access and comments will follow a minimum retention period of two years, as established by the Texas State Library and Archives Commission.

To protect Texas’ sensitive information and critical infrastructure from potential threats, Senate Bill (SB) 1893 banned TikTok, WeChat, and other specified applications on City-owned devices, equipment, and networks, effective immediately. As a result, employees on the City’s networks or Wi-Fi and patrons connected to public Wi-Fi in City facilities or parks will be unable to access TikTok and the other identified applications. SB 1893 dictates that access to TikTok, WeChat, and several other applications be prohibited on all devices and networks, including routers and internet access points, owned by municipal governments and other governmental entities. To comply with this legislation, the City blocks access to these applications at the network level, preventing the download or use of these apps on any City-owned devices, guest WiFi is not to be used for official City business.

Legal. Employees are expected to comply with all applicable laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

5.6 Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall not be permitted of or by City employees on the job except with the express approval of the City Manager. No employee may be required to make any contribution, nor may an employee be penalized in any way concerning his or her employment according to his or her response to a solicitation.

No employee shall personally accept or solicit property, service, or other thing of value more than \$50 from a person, business entity or other organization regulated by, contracting with, or having any other business relationship with the City department of which the employee is a member. No employee shall personally accept or solicit cash or a negotiable instrument regardless of the amount.

5.7 Computers, Cell Phones, Internet, E-Mail, and Other Resources

The City provides access to cellular phones, iPads, personal computers, laptops, television monitors, telephones, pagers, digital cameras, along with access to computer networks, internet service, email, voicemails, and fax communication systems for use by the City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as “electronic devices” “communication systems”. These electronic communications systems are designed to support and enhance the communication, research, and information capabilities of the City employees and to encourage work-related communication sharing of information resources within the City. This policy applies to all City employees, contracted employees, contractors, volunteers, and other affiliates who use the City’s electronic communication systems. The City’s electronic communications systems access must be used in a professional, responsible, efficient, ethical, and legal manner.

ALL Electronic Devices- The City provides cellular phones, iPads, personal computers, laptops, television monitors, telephones, pagers, digital cameras, etc. for the sole purpose of conducting City business. All City-owned electronic devices will comply with chapter 552 of the Texas Government Code regarding Public Information, Open Records, and retention guidelines; therefore, City business may not be conducted on any personal electronic device. The IT Department shall be responsible for auditing the use of all electronic devices issued by the City. City employees must properly use, maintain, and secure all issued electronic devices. Improper use of any electronic device may result in disciplinary action up to and including termination. The City may terminate any employee’s use of electronic devices at any time for any reason.

Internet and Email Access- Internet and email access must be obtained through the IT Department. Users must acknowledge an understanding of this policy and its guidelines as a condition of receiving an internet/email access account. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender’s privilege of access and/or other disciplinary action under City policies, up to and including termination of employment.

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. 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 and email is a privilege. Minimal personal use of the internet, email, and other electronic communications systems, whether it be used from personally owned devices, is allowed under this policy if such use is not excessive and does not impede job performance or the performance of City business. The City is not responsible for personal communications sent on its electronic communications systems.

Filtering - The City uses software to filter inappropriate Internet sites. The City will review this filtering on a periodic basis and may modify prohibited sites without notification to City employees, contractors, volunteers, or other affiliates. The City Manager (or designee) may grant exceptions and exemptions to Internet and instant messaging filtering only after a review of the requested information has been conducted and a determination that the City's current filtering practice impedes the requestor's ability to perform his/her job duties.

Responsibility - The person in whose name a City-provided Internet, email or other electronic communications system account is issued is always responsible for its proper use, regardless of the user's location. Exchanges that occur while conducting City business on the City's electronic communications systems will be considered a communication of the City and held to the same standards as formal letters. No Right of Privacy/Monitoring. Users of City electronic devices and communications systems may not assume they are provided any degree of anonymity and employees have no right to privacy regarding such systems. Personal passwords are not an assurance of confidentiality. The Internet itself is not secure. To ensure proper use of its electronic communications systems, the City will monitor their use. Management staff has the ability and will, with or without advance notice, monitor and view usage, including but not limited to employee email, voice mail and instant messages, information and material transmitted, received, or stored using City systems and user Internet access and usage patterns to assure that the City's Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.

Restrictions – No software can be downloaded into the City's terminal services servers unless authorized by the City Manager or designee and approved by the City's IT Department as to compliance with any copyright restrictions, annual licensing and maintenance agreements and compatibility to the City's operating systems. Under no circumstances will the City allow any software or other material relating to music, entertainment software or games to be downloaded.

5.8 Conduct and Workplace Rules

All city employees are public servants and, as such, should conduct themselves professionally and courteously while on duty or when wearing any article of clothing or accessory that identifies them with the city. All employees must **always** avoid the appearance of illegal or unethical conduct.

The City of Manor's conduct and workplace rules are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee performance, conduct, and attendance issues.

Outlined below are the steps of the City's progressive coaching and conduct recommended steps. The City of Manor reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the City of Manor and its employees.

Step 1: Counseling and verbal warning

This step creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of City policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance, conduct, or attendance and resolve the problem. Revisiting training modules, EAP benefits, or other resources may occur at this juncture.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

A written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a department manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

Step 3: Suspension, PIP, and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a Director and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state, and local wage and hour employment laws.

Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 3 meeting. The written warning may

also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 4: Recommendation for termination of employment

The last and most profound step in the progressive coaching and conduct process is a recommendation to terminate employment. Generally, the City will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written notice, or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the City of Manor reserves the right to combine and skip steps depending on each situation's circumstances and the offense's nature. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the department director. Final approval may be required from the City Manager.

Performance and Conduct Issues Not Subject to Progressive Discipline

Illegal behavior is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting, harassment, and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will receive copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be

Time off and Leaves of Absence

6.1 Holidays

The City provides paid holidays to regular full-time employees. Every other employee is extended the official holiday but without pay. The following official holidays will be observed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Texas Independence Day	March 2
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
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 fifteen (15) recognized holidays, employees receive two (2), (8) eight-hour floating holidays (personal leave) each calendar year. The floating holidays must be used by September 30th of each year. To be eligible, a new employee must complete the six-month introductory period. The supervisor must approve the floating holidays, which 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 will they schedule a floating holiday after their resignation has been submitted. Employees wishing to observe other holidays other than the City's observed holidays may use the floating holiday or request Vacation Leave.

In the event any regular, full-time, non-exempt employee of the City is required to work on a city-recognized holiday, regardless of whether the employee was scheduled or not to work, such an employee shall receive holiday compensation pay, at the rate of one and a half (1.5) times their hourly rate, for each recognized holiday hour that employee works. Employees working on Thanksgiving Day, Christmas Day, and 4th of July will receive holiday compensation pay, at the rate of two (2) times their hourly rate, for each recognized holiday hour that employee works. In conjunction with the hourly rate, each employee working at least four and one quarter (4.25) hours, on a recognized holiday will receive 8 hours of holiday

compensation time to be observed later. **All exempt employees will accrue the actual hours worked on a holiday.** The accrued holiday compensation time will not roll over at the end of the fiscal year or be paid out. Accrued holiday compensation time must be used in four (4) hour increments.

Example: Any regular, non-exempt, full-time employee working on the holiday(s) is eligible for the holiday compensation time and pay on the actual calendar day on which the holiday falls, not the day(s) which the City observes.

Holidays - A holiday is a period of 8 hours, paid at the employee's regular rate in the case of a regular full-time employee.

Scheduling of Holiday - Holidays occurring on Saturday normally will be observed on the preceding Friday and holidays occurring on Sunday will generally be observed on the following Monday.

Eligibility for Holiday Pay - Regular full-time employees are eligible for holiday pay.

Regular Part-time Employees - Regular part-time employees are not eligible for holiday pay.

Temporary and Seasonal Employees - Temporary and seasonal employees will be paid their regular hourly rates for a holiday only if required to work on a holiday. No holiday pay is authorized for seasonal or temporary employees who do not work on a holiday.

Employees Scheduled "Off Duty" on a Holiday. When a holiday and an employee's regularly scheduled day off occurs on the same day, regular full-time employees will be paid 8 hours for the holiday at their regular rate of pay.

Ineligibility for Holiday Pay—Employees on unpaid leave are not eligible for holiday pay. Likewise, non-exempt employees absent without prior authorized leave on the day immediately preceding or following a scheduled holiday will be required to use personal leave or holiday comp time; if the employee has exhausted either leave, they will be required to use vacation and will not get paid for the holiday, unless accompanied by a doctor's note for the employee themselves.

Separating Employees- Employees separating from employment with the City will not be eligible for holiday pay.

Holiday Pay During Workers' Compensation Leave - An employee on worker's compensation leave will not receive holiday pay.

Holiday Pay on FMLA- Employees out on FMLA leave will not be paid holiday pay. When a holiday falls during a week in which an employee takes the whole week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee takes less than the full week of FMLA leave, the holiday is *not* counted as FMLA leave.

Definitions:

Observe—**To show regard for: i.e., when** the City observes a Holiday, the offices will be closed.

Recognize- To acknowledge or treat as valid, i.e., When a department recognizes a holiday but is still open for operation.

6.2 Vacation

The City of Manor recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. For this purpose, the city provides paid vacation time to full-time employees and encourages employees to take vacations throughout the year.

Full-time employees will accrue paid vacation according to the following schedule:

<u>Service Period</u>	<u>Yearly Vacation Accrual</u>
Calendar Years 1-4	96 hours=3.69 hours each pay period
Calendar Years 5-9	120 hours= 4.62 hours each pay period
Calendar Years 10-14	160 hours= 6.15 hours each pay period
Calendar Years 15- 19	200 hours= 7.69 each pay period
Calendar year 20+	240 hours= 9.23 hours each pay period

Employees may not “borrow” unearned vacation time; however, as approved by the city manager, employees may receive vacation payment instead of taking time off, except as provided below.

Regular part-time, temporary, and seasonal employees do not earn vacation leave. Official City-observed holidays occurring while an employee is on approved paid leave are considered paid holidays and do not affect vacation leave balances. Paid vacation leave is not considered hours worked to perform overtime calculations. Only scheduled working days taken off shall be counted as vacation days.

Newly hired employees still on introductory status will not be eligible to use any accrued vacation time until after their first ninety (90) days of employment. If separated from employment during the introductory period, payment of any accrued hours will be voided.

Employees will complete a Leave Request Form to be eligible for any vacation leave; if the form is incomplete or is not submitted promptly, or the employee has not accrued the amount of time being requested, the request will be returned to the employee or to the supervisor who will notify the employee that it is unaccepted. All employees must have an approved Leave Request form on file before leaving for vacation.

All vacation requests will be made at least 24 hours in advance and subject to approval.

Employees with seniority will have the first option to request a vacation time slot, but that request must be submitted no later than April 15th of each calendar year; after that, vacation requests will be approved on a first-come, first-serve basis.

Department Directors must ensure that vacations do not interfere with department operations' normal functions and activities. Unless the city manager grants an exception, up to ten consecutive workdays of vacation time may be taken off.

Maximum Accruals—The maximum number of vacation hours that may be accumulated from one fiscal year to the next is 510 hours. Once this number has been reached, you will no longer accrue time until the total number of hours falls under 510.

Compensation for Vacation Leave - Vacation is paid at the employee's base rate at the time of vacation. It does not include overtime or any form of compensation. Vacation time is paid only for hours the employee would ordinarily have worked. Employees shall be paid for any unused vacation when (1) separating employment, whether by resignation, retirement, or termination, (2) an employee is precluded from taking a scheduled vacation due to City and/or department needs as set out above or, (3) an employee has a reasonable circumstance and is eligible to cash-out a balance of accrued vacation at a maximum of one hundred (100) hours in a calendar year while still hosting a minimum of 40 hours in their bank without primarily impacting the departmental budget.

Definitions

Compensable Hours—The hours worked or taken in a pay period must equal 80 hours for full-time employees before vacation hours are accrued.

Vacation Day—A “vacation day” is a period of exemption from work granted to all regular full-time employees. Employees are not required to take a full vacation day; they may take vacation in one-hour increments.

6.3 Sick Leave

The number of sick days credited is not intended to establish a guideline for acceptable attendance.

Sick leave is paid time away from work due to an employee's bona fide illness or injury that prevents him/her from working, for visits to the doctor or dentist, or to care for certain family members who are ill or injured. Employees who cannot work due to illness, injury, or other situations covered by this policy must immediately notify the appropriate supervisor using the procedures adopted by their department.

Eligibility - All full-time employees accrue paid sick leave on the hire date. Part-time, temporary, and seasonal employees do not accrue sick leave. An employee who is released for and offered light duty by the City but who elects not to accept such assignment will not be eligible for paid sick leave benefits unless otherwise required by law. Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if employees need time off for scheduled medical procedures.

Accrual Rate - Employee sick leave shall be computed based on 104 hours per fiscal year, at the rate of 4.00 hours per pay period. If employment begins after October 1st, sick leave shall be prorated. Sick leave accrues only during pay periods in which the employee works or is otherwise on an approved paid leave status for 80 hours.

Sick Buy Back- All regular full-time employees who have been continuously employed for two (2) years or more at each fiscal year-end shall be eligible for the Sick Buy Back benefit. To

encourage employees to use sick leave only for its intended purposes, employees will receive a cash payment of 25% of the current value of any sick leave accrued and unused during that fiscal year. Any hours worked less than 25 or any accruals from the previous years are not eligible for payment.

Maximum Accrual - The maximum sick leave time that any employee may accumulate shall be 1,040 hours. If sick leave is necessary, employees must give at least 30 days' advance notice (e.g., planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

Authorized Use of Sick Leave:

For the employee - Accrued sick leave may be used for absences due to the employee's bona fide personal illness, accident, or injury that prevents him/her from working or the birth of a child (if the employee physically gave birth; otherwise, use of sick leave for childbirth falls under the section below).

For the employee's immediate family - Sick leave may also be used for absences when the employee is needed to care for a member of his or her immediate family or who is ill or injured. For this policy, "immediate family" is defined as the employee's parent, current spouse, significant other, and children/stepchildren living in the household. In the event of a life-threatening illness or injury of the employee's family member who does not meet the definition of "immediate family," the Human Resource Director (and, in the case of the Department Director, the City Manager) may allow the employee to use accrued sick leave. Employees may also use sick leave for their own or their immediate family's scheduled doctor and dentist appointments.

Introductory Status- Newly hired employees still on an introductory status will not be eligible to use any accrued sick time until after their first ninety (90) days of employment.

Other Employment During Sick Leave—Employees on sick leave, whether paid or unpaid, may not work a second job, including self-employment or volunteer work, during the period of leave, even if they have written authorization from the City Manager to do so. See the Outside and Self-Employment Policy for additional guidance.

Failure to Report Absence/Abuse of Sick Leave – Supervisors are required to monitor the use of sick leave. It is anticipated that employees using paid City sick time for their own illness/injury or that of a family member will use their sick leave time to recuperate or care for their family member. Trips to the doctor or hospital stays/visits, which take the employee away from the home, are acceptable. Still, other personal pursuits during paid sick leave will be considered an abuse of this policy. A supervisor may at any time require satisfactory proof of the proper use of sick leave and may disallow sick leave in the absence of such proof. Evidence of abuse of leave privileges can include, but is not limited to:

- Frequent unapproved absences on Friday and/or Monday; or
- Maintaining low (24 hours or less) or zero paid leave balances or
- Frequent unapproved absences before or following a holiday; or
- Any pattern of absences that a review of leave usage can identify.

Use of Other Leave - If approved by the Department Director (and in the case of Department Directors, by the City Manager), employees may use accrued vacation leave. Official holidays observed by the City while an employee is on approved paid sick leave will be treated as a paid holiday rather than a day of sick leave if the employee is eligible for the paid holiday. Under certain circumstances and with the approval of the Department Director/supervisor, the employee may flex his/her work schedule to attend medical or dental appointments. This is acceptable if work time is accurately recorded on the time sheet. Flexing the work schedule must be accounted for non-exempt employees within the same work week.

For exempt employees, flexing the work schedule must be accounted for within the same work cycle or pay period. Under no circumstances (1) can flexing the work schedule extend beyond the affected work week for non-exempt employees or pay period for exempt employees and (2) the total of a non-exempt employee's sick leave time plus hours worked cannot exceed forty (40) hours within the same work week.

Documentation - Employees requesting paid sick leave must complete a Leave Request Form and submit it to their supervisor for approval. An employee must present satisfactory proof of illness/injury that prevents him/her from working whenever the employee uses sick leave for 3 or more consecutive workdays and at any other time if requested by the City. Whenever an employee has been away from work for more than five (5) days due to a physical or mental condition, the employee is required to provide the Human Resources Department with a doctor's statement that he or she is fit to return to duty without restrictions or listing any restrictions. If the employee fails to present such proof in a timely manner, use of sick leave will be disallowed, and no other paid leave may be used for the absence.

Payment for Unused Sick Leave – No cash payment for unused sick leave shall be made upon termination of employment, except as specifically provided as follows: (1) An employee that terminates employment for any reason other than death, (2) being granted a retirement or disability allowance by the Texas Municipal Retirement System (TMRS) or the Social Security Administration (SSA), shall not be paid for unused sick leave.

An employee who has at least five years of service with the City is granted a retirement or a disability allowance by TMRS or SSA, and who dies is entitled to a partial payment for unused sick leave accrued to such employee. The partial payment to the employee or the employee's beneficiary shall be as follows: (A) an amount equal to fifty percent (50%) of the value of such accrued, unused sick leave will be paid for five years of service; and (B) the amount to be paid for such unused sick leave shall increase by 2% for each year of service as an employee of the City if any if more than five years.

Sick Leave Pool -- The City of Manor Sick Leave Pool benefits-eligible employees who have exhausted accrued vacation and sick leave due to a catastrophic injury or illness of their own or that of an immediate family member. The Sick Leave Pool will be administered by the Sick Leave Pool Committee, which consists of a Human Resource Representative and a Director from each Department. The City Manager has a final verdict on any result.

Eligibility for Participation in the Sick Leave Pool:

- All full-time, regular employees who have completed their Introductory employment status will be eligible to use time from the Sick Leave Pool.
- Employees who are out on leave due to a work-related injury and who are receiving workers' compensation benefits and those who are on disability leave for any reason and receiving disability benefits may not withdraw leave from the Sick Leave Pool if the combination of sick leave and benefits (workers' compensation or disability) exceeds the employee's pre-injury or pre-illness compensation.

Contributions to the Sick Leave Pool:

- Contributions to the Sick Leave Pool may be made at any time on a strictly voluntary basis, by filling out a Sick Pool Donation Form.
 - Eligible Employees desiring to donate time to the Sick Leave Pool must indicate the amount of sick leave to be donated in writing on the SLP Donation Form to the Human Resources Department.
 - All donations to the Sick Leave Pool must be in increments of at least one hour.
 - After the Donation Form is received by the Human Resources Department, the number of hours donated will be credited to the Sick Leave Pool and deducted from the accrued sick leave of the employee contributing.
 - When an employee is retiring from the City or voluntarily terminating his or her employment with the City, the employee may contribute all accrued sick leave to the Sick Leave Pool.
 - Contributions to the Sick Leave Pool may not be earmarked for a specific employee.

Withdrawal from the Sick Leave Pool:

- An employee may obtain a Sick Leave Pool Withdrawal Request Application if the employee or an employee's Immediate Family Member has experienced a Catastrophic Injury or Illness resulting in the exhaustion of the entire employee's accrued vacation, sick leave, and any other compensatory time.
 - An employee requesting leave from the Sick Leave Pool must have the Request Application turned into the Human Resources Department 14 days prior to the first day of needing the requested leave. If an employee is unable to make a written request due to the employee's own catastrophic injury or illness, an exception may be made given the circumstances, as determined by the SLP Committee. In the event the employee has not previously provided the City with a Medical Certification supporting the Catastrophic Injury or Illness underlying the need for the leave, such a Medical Certification must be submitted with the Withdrawal

Application. All medical information obtained pursuant to this Policy will be maintained as confidential information by the City's Human Resource Department to the extent allowed by law.

- A determination that an employee or an employee's Immediate Family Member has a Catastrophic Injury or Illness under the Sick Leave Policy does not mean that the employee or the employee's Immediate Family Member has a "serious health condition" under the FMLA or a "disability" under the ADA. The SLP Committee will make the decision regarding approval or denial of request by any employee to make withdrawals from the Sick Leave Pool.
- If the employee feels the request denial was unjust an appeal may be granted to the City Manager with a conclusion.
- An employee may not withdraw an amount of sick leave that exceeds 240 hours (six weeks of pay) or one-third (1/3) of the total amount of time in the Sick Leave Pool. • Employees are limited to one withdrawal request per fiscal year.
- Employees do not accrue any form of paid leave while using leave from the Sick Leave Pool. An employee who is out on leave from the Sick Leave Pool will be treated in all respects as an employee who is out on regular sick leave.
- Requests for withdrawal of leave are handled by SLP Committee on a first come, first serve basis with all decisions being made within ten (10) working days of receipt of the written request.
- If an employee returns to work without having used all the leave time obtained from the Sick Leave Pool, all unused leave time must be returned to the Sick Leave Pool.
- Once the employee has returned to work, after the first 30 days and sick time is again being accrued, payment of used Sick Leave Pool time will be paid back in increments of one hour per pay period up to 40 hours.
- The estate of a deceased employee is not entitled to payment for unused time withdrawn by the employee from the Sick Leave Pool.

Definitions:

- "Catastrophic Injury or Illness" means a severe condition or combination of conditions affecting the mental or physical health of the individual that requires the services of a licensed practitioner for a prolonged period and forces the employee to exhaust the employee's accrued leave time. The uncomplicated delivery of a child after pregnancy and elective surgery are not considered a Catastrophic Injury or Illness.
- "Immediate Family Member" means parent, child, or spouse of the employee and includes stepparents and stepchildren as well as foster children certified by the Texas Department of Child Protective and Regulatory Services.

6.4 Family and Medical Leave

The City of Manor complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for specific medical and family-related reasons. The City

also abides by any state and local leave laws. The more generous rules will apply to the employee if the employee is eligible under federal and state laws.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12 months for specific family and medical reasons. To determine eligibility for leave for most qualifying events, the 12-month period used by the City is the calendar year starting in January.

Medical Certification and Other Required Documentation - Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the HR department to discuss leave options.

An employee must provide the City with a medical certification supporting the need for FMLA leave due to a serious health condition affecting the employee or the employee's spouse, son, daughter, or parent or due to a qualifying exigency or to care for a covered service member with a serious injury or illness.

The medical certification form must be filled out in all material respects. It must be complete and sufficient by a health care provider, primary physician, psychiatrist, specialized physician, or psychologist to allow the City to decide the need for leave. In addition, the certification must set forth the leave's beginning and expected ending dates. In the case of intermittent leave, the certification must also provide the dates and duration of the treatments necessitating the intermittent leave. In some cases, the City may require a second or third medical certification (at the City's expense) and periodic recertification of the serious health condition. Forms are available from the Human Resources Department.

An employee must also provide periodic reports during FMLA leave on his/her status and intent to return to work and will be required to submit a "fitness-for-duty" certification before the employee can return to work when the absence was due to the employee's serious health condition.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related

activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the City will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave has no greater right to reinstatement or different uses and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Using FMLA leave cannot result in the loss of any employment benefit that accrued before an employee's leave starts.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the City for at least 12 months; and (2) have worked for the City for at least 1,250 hours in the previous 12 months.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

***Substitution of paid leave for unpaid leave.** The City of Manor requires employees to use any accrued paid sick leave during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued sick leave, paid vacation, or personal days during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the company's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice to the Human Resources department of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. The City may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Human Resources Department to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the Human Resources department if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The City also may require a second and, if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

City responsibilities. The Human Resources department will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the City has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

** The Family Medical Care Act does not extend to bereavement leave**

6.5 Military Leave

The City complies with all state and federal laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. Temporary employees who have brief or non-recurrent positions with the City and who have no reasonable expectation that their employment with the City will continue indefinitely or for a significant period are generally ineligible for extended paid military leave more than 15 days, reemployment rights, or any other military leave benefits under this policy. This policy covers employees who serve in the uniformed services on a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Notice to City of Need for Leave - Employees must provide as much advance written or verbal notice to the City as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to

the City no later than twenty-four (24) hours after the employee receives the military orders. To be eligible for paid military leave, employees must complete and submit a City of Manor Leave Request form along with the official documents setting forth the purpose of the leave and if known, its duration. The Leave Request Form must be handed to the Department Director and the Human Resources Department as far in advance of the leave as possible.

Full Pay for Up to 15 Days - Employees will be paid for military absences of up to a maximum of fifteen (15) workdays per federal fiscal year. This leave may be used when an employee is engaged in National Guard or U.S. Armed Forces reserve training or duty ordered or approved by proper military authority. The paid leave days may be consecutive or scattered throughout the year.

Other Paid Leave - Employees who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave, holiday leave, and compensatory time) to cover their absence from work.

Unpaid Leave - After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay.

Benefits—The City will continue to provide most city benefits to employees on paid military leave. All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Medical and Dental - While an employee is on paid military leave (or any military leave of less than thirty-one (31) days), the City will continue to pay its portion of the monthly premium for group health benefits. When military leave is unpaid, the employee may elect to continue group health coverage for up to twenty-four (24) months following separation of employment or until his/her reemployment rights expire, whichever event occurs first, for him/her and eligible dependents. Employees must pay 102% of the applicable premium to cover the cost of elective continuation coverage under the City's group health plan.

Upon an employee's return to employment following military service, the City will provide health insurance coverage immediately, even if a waiting period is normally required for new or returning employees. In addition, a returning employee will not be subjected to exclusions from coverage unless the exclusions apply to injuries or conditions that were incurred because of military service.

Other Benefits - While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. The City will also continue to pay the premium for any City-provided life insurance while the employee is on paid military leave. While on unpaid military leave, employees are generally ineligible for most City-provided benefits. Benefits, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, he/she will be treated as though he/she

was continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and longevity pay.

TMRS - Typically, an employee's period of uniformed service is deemed to constitute service for vesting and benefit accrual purposes. Thus, employees earn service credit for time spent on active-duty military leave. Service time is credited when an employee returns to work. To qualify for service credit, an employee must return to work for the City within ninety (90) days after discharge, receive an honorable discharge, and timely complete the necessary application. To receive monetary credit, an employee has less than five (5) years or three (3) times the length of the military service to make up any missed TMRS contributions while on military leave.

Reemployment Rights - Employees who complete their military service will be re-employed following federal law.

Deadline to Notify City of Intent to Return to Work - The deadline for an employee to return to work and/or notify the City that he/she intends to return to work following military leave is ninety (90) days from discharge. This deadline may be extended for two (2) years or more when an employee suffers service-related injuries that prevent him/her from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

Required Documentation—To qualify to return to work, an employee returning from leave must provide documentation of the length and character of his/her military service. If the military leave lasted more than 31 calendar days, evidence of discharge or release under honorable conditions must also be submitted to the City.

6.6 Bereavement Leave

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow/ current employees or retirees of the City of Manor.

The City provides regular full-time employees with paid time off as bereavement leave to attend a funeral. Bereavement leave is an emergency paid leave and not an entitlement leave. Newly hired employees still on introductory status will not be eligible for bereavement leave pay.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If the employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation or compensation leave for additional approved time off as necessary. Employees are required to provide documentation regarding their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence and does not include any special forms of compensation, such as incentives, commissions, bonuses,

overtime, or shift differentials. Paid time off for bereavement leave is not counted as hours worked to determine overtime and may not be taken intermittently.

Bereavement leave will not be granted to employees attending a funeral when they are not at work, such as on weekends, vacations, holidays, FMLA, work-related workers' compensation, or a personal illness.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to forty (40) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's immediate family member to plan and attend the funeral unless described above.
- Employees are allowed up to twenty (20) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse/ significant other's immediate family member to attend the funeral unless described above.
- Employees are allowed one (1) day off from regularly scheduled duty with regular pay in the event of the death of the employee's niece, nephew, aunt, uncle, or cousin by blood or by marriage in the second (2) degree.
- Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow or current regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.

Immediate Family: is defined as a current spouse, significant other, child, parent, sibling, or grandparent by blood or marriage.

Second Degree Relative: is defined as an individual who has one other family member between them.

No Leave Granted- if the employee has scheduled time off or is on medical leave, the emergency leave does not come into effect as the employee would not be losing hours worked. Holidays will be considered part of the bereavement leave hours.

6.7 Jury Duty/Court Appearance

The City of Manor supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay. Any compensation received from the court for the service period will be signed over to the City on behalf of the employee. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they perform work. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If a non-exempt employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

The individual employee is responsible for the time spent appearing in court for personal business. Normally, personal days, comp time, or vacation days are used for this purpose.

6.8 Time Off for Voting

The City of Manor recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If you think this won't be the case, contact your supervisor and complete a request for leave form for the hours needed. Texas Election Code 276.004 An employer may not refuse to allow an employee to take time off to vote. Still, no time limit is specified if the employee has two (2) consecutive nonwork hours prior to the opening or closing of the polls.

6.9 Mental Health Leave

*** Peace Officer**

An officer involved in a traumatic event, in the scope of their duties, may request the use of mental health leave. The request shall be made in writing through the chain of command. The request shall be treated as a priority matter, and a decision on the granting of leave shall be made as soon as practical following the submission of the request. The request shall be granted unless the chain of command can articulate compelling reasons to deny granting the leave. Requests for mental health leave under this policy shall be treated as protected health information to the extent allowed by law and shall not be discussed or disclosed outside the officer's immediate chain of command, unless necessary to facilitate the use of the leave. Unpermitted disclosure of protected health information is grounds for discipline.

Confidentiality regarding the request for leave may be waived by the officer seeking mental health leave. This section does not apply to reports from co-workers of officer distress or other circumstances that indicate the officer is a danger to himself or herself or others and under which department personnel seek guidance as to a potential response or action, including the application of leave under this policy. An officer directly involved in a traumatic event, in the scope of their duties, may request up to three (3) working days of mental health leave.

Extensions of mental health leave may be available under certain circumstances. Requests for an extension shall be accompanied by documentation from a healthcare provider as required by the City's Human Resources Department.

Definitions

Traumatic Event- An event experienced by a peace officer in response to or investigation of a threat or occurrence of serious injury to the officer or others or a threat or occurrence of death to others and which may cause the officer to experience acute or recurrent distress, such that the officer is unable to perform the essential functions of the employee's assigned position. Traumatic events may include, but are not limited to, the following:

- a. Major disasters may include response to weather-related events involving multiple casualties, explosions with multiple casualties, or search and recovery missions involving multiple casualties.
- b. Incidents involving multiple casualties which may include shootings or traffic accidents.
- c. Line of duty death or suicide of a department member.
- d. Death of a child resulting from violence or neglect.
- e. Officer(s) involved in the shooting of a person.

***Civilian Personnel**

An employee involved in a traumatic event, in the scope of their duties, may request the use of mental health leave. Traumatic events will be determined on a case-by-case incident as the occurrence will be less likely than that of a peace officer. The request shall be made in writing through the Human Resources department. The request shall be treated as a priority matter, and a decision on the granting of leave shall be made as soon as practical following the submission of the request. The request may be granted unless the Human Resources Director can articulate compelling reasons to deny the leave. The HR Director may determine a need for mental health leave without the request in writing. Requests for mental health leave under this policy shall be treated as protected health information to the extent allowed by law and shall not be discussed or disclosed outside the employee's Director unless necessary to facilitate the use of the leave. Unpermitted disclosure of protected health information is grounds for discipline. Confidentiality regarding the request for leave may be waived by the employee seeking mental health leave. This section does not apply to reports from co-workers of an employee's distress or other circumstances that indicate the employee is a danger to himself or herself or others and under which department personnel seek guidance as to a potential response or action, including the application of leave under this policy. An employee directly involved in a traumatic event, in the scope of their duties, may request one (1) working day of mental health leave. Extensions of mental health leave may be available under certain circumstances. Requests for an extension shall be accompanied by documentation from a healthcare provider as required by the City's Human Resources Department.

Definitions:

Mental Health Leave – Administrative leave with pay granted in response to a traumatic event that occurred in the scope of the peace officer's employment.

Mental Health Professional – a licensed social or mental health worker, counselor, psychotherapist, psychologist, or psychiatrist.

6.10 Compensatory Time

The Department Director may, on a case-by-case basis, grant compensatory time to employees in lieu of overtime payment for irregular or occasional overtime work that is not part of an employee's regularly scheduled workweek. Employees and their supervisors shall strive to flex an employee's work schedule to minimize the number of hours worked in a workweek.

Section 207 of the Fair Labor Standards Act of 1938 entitled non-exempt employees to compensatory time. At the Department Director's discretion, employees may grant compensatory time at a rate not less than one and one-half hours for each hour of employment for which overtime compensation would have been earned.

Accrual Rates - Compensatory time will be earned at one and one-half hours for each hour of employment for which overtime compensation will be required.

- The employee may accrue no more than 80 hours of compensatory time for hours worked.
- The City Manager may grant additional compensatory time not addressed in this policy at his discretion.

Use of Compensatory Time - An employee who has accrued compensatory time and requests use of the time shall be permitted to use the time off within a "reasonable period" after requesting if it does not unduly disrupt departmental operations and has prior supervisory approval. Employees must submit a "Leave Request" to use any accrued time. A supervisor may require an employee to use accrued compensatory time.

Expiration of Compensatory Time - Compensatory time shall expire on September 30th of each year. Any unused compensatory time will be paid out to the employee on September 30th of each year.

Pay Out of Compensatory Time—Employees who leave employment with the city shall be paid for any unused compensatory time at a compensation rate. When being promoted to an exempt position, the compensatory bank will be paid out at the employee's rate of pay before the promotion.

Employee Benefits

The City of Manor recognizes the value of benefits to employees and their families. To support employees, the city offers a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the City Summary Plan Descriptions (SPDs), which are found on the City's website, or contact the HR department. To the extent the information provided here conflicts with the SPD or complete plan document, the full plan document will control.

7.1 Medical, Dental, and Vision Insurance

Full-time employees working 36 hours or more per week are eligible for insurance on the first of the month following the new employee's start date. To keep coverage in force, every insured employee must remain on a full-time status. Insurance coverage for an employee's eligible dependents will be made available at the employee's expense. Employee premiums will be paid at the City's expense. Premium Reimbursement Arrangements (PRA) at 50% of the current employee premium, are offered to employees only at the time of hire when a previous plan is currently in place, i.e., spouse/significant other family plan, Medicare, etc. It is not offered to an employee to seek a lesser individual plan outside of the City.

Group Health Continuation Coverage- COBRA is a federal law that requires most 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 is responsible for paying for the cost of any such continuation coverage, plus a small administration fee that will not exceed 2% of premium.

Under COBRA, 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 sixty (60) days of the occurrence 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 an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should contact the Human Resources Department.

7.2 Group Life Insurance

The City of Manor provides life insurance for full-time employees who work at least 36 hours per week. Employees are eligible for this benefit on the first of the month following the new

employee's start date and the acceptance on behalf of The Standard Life Insurance carrier. The City pays the AD&D life benefit of a \$10,000 premium in full.

7.3 Short-Term Disability

Short-term disability is offered to full-time employees working at least 36 hours per week. Short-term disability can cover an employee if an employee becomes disabled due to mental or medical purposes and cannot work for a short period, as determined by a physician or psychologist; this program pays sixty (60) percent of the employee's salary for up to 3 months, with an elimination period of fourteen (14) calendar days, which will require the employee to use their sick leave. This voluntary benefit is funded solely by the City. In addition, employees will not be paid vacation or sick leave for approved absences covered by the City's program except to supplement the short-term disability benefits. Short-term disability is measured from the 12 months beginning from the usage date. Employees receiving Worker's Compensation T.I.B.s or any other pay benefit are not eligible for short-term disability.

Employees are eligible for short-term disability once they have completed the employment introduction period.

7.4 Long-Term Disability

Long-term disability benefits are offered to full-time employees working a minimum of 36 hours per week. If an employee becomes totally disabled and cannot work for an extended period, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave permitted by state and federal law.

7.5 Texas Municipal Retirement

The City of Manor provides retirement benefits to its employees through the Texas Municipal Retirement System (TMRS). The Employee contributes 7% of gross compensation, and the City matches the employee's contribution on a 2 to 1 ratio, with the City's contribution being calculated using a variety of factors such as length of service, age, etc. Employees are vested when they earn five years of service, which means they can receive the City's contribution upon retirement. All regular full-time and part-time employees must participate in the Texas Municipal Retirement System.

7.6 Worker's Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses, and wage losses to employees who are injured or who become ill because of employment.

The City of Manor pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Workers' Compensation Law provides that an employee who suffers a disability that results in lost duty days due to an injury while in the course of their employment is entitled to "Temporary Income Benefits." These income benefits are calculated at a rate of at least 70% of the employee's weekly income prior to the injury. The worker must be disabled by the injury for at least seven (7) days to be eligible for income benefits.

If an employee sustains a job-related injury or illness, it is essential to notify the supervisor and HR immediately, please see section 4.4 of this handbook. The supervisor will complete a first report of injury with input from the employee and any witnesses and return the form to the HR department. HR will file the claim with the Risk Pool. In cases of true medical emergencies, report to the nearest emergency room.

All certified police officers are entitled to a leave of absence with full pay for a period to commensurate with the nature of the line of duty illness or injury. If necessary, the leave of absence shall continue for at least one year. At the end of the required leave time, the City may extend the leave and provide the police officer with the reduced T.I.B.s directly from the Pool, as required by House Bill 471.

Workers' compensation benefits will run concurrently with FMLA leave. In addition, employees will not be paid vacation or sick leave for approved absences covered by the City's workers' compensation program except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

If a civilian employee is not capable of working after an on-the-job injury, the City will pay the employee his/her regular salary for the first seven days before Worker's Compensation benefits begin. Once T.I.B.s are in place, the employee will receive benefit checks directly from the Pool.

Any employee who is released for and receives a bon a fide offer of light duty by the City but elects not to accept such an assignment will be required to use paid sick leave for salary continuation benefits.

7.7 Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The City of Manor wants employees to maintain a healthy balance of work and family that allows them to enjoy life. The EAP offers confidential counseling, referral services, legal services, financial services, health, and wellness education, etc., to help employees successfully deal with life's challenges.

The City encourages employees to use this valuable service whenever they need it. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the City, and the City is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

7.8 Car Allowance- Take-Home Vehicles

All City of Manor Directors are subject to a take-home vehicle or a car allowance instead of mileage reimbursement to conduct City business appropriately. A percentage of the current IRS standards shall determine the stipend. The City Manager shall contractually request a car allowance at the current IRS standards. The Mayor, City Council, and Administration shall have access to a multi-passenger vehicle to conduct official City business. A City vehicle may be assigned to a position or an employee when subject to an emergency call back during off-duty hours to locations other than the employee's standard workstation. No personal use of a take-home vehicle is permitted except to commute to and from home or work. No passengers may be transported in a take-home vehicle except as official duties require. No alcoholic beverages are allowed in City vehicles.

All unattended take-home vehicles shall be legally parked and stored in a private drive, lane, or garage and must be locked, except in emergencies. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.

Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, maintain a satisfactory driving record for at least two (2) years, and inform their supervisor of any change in status. Always observe all posted laws and speed limits and comply with all motor vehicle laws and regulations.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Employees to whom a "non-exempt" vehicle is assigned for take-home will likely incur a federal income tax liability for the fringe benefit of commuting to and from work. Most pickups, vans, and automobiles are "non-exempt" vehicles. Police vehicles used by employees on call 24 hours are generally exempt from the fringe benefits tax liability.

The employee's supervisor must complete all maintenance and use records for City vehicles.

7.9 Travel

The City shall pay necessary transportation and living expenses for an employee or City official traveling on City business. The City's policy is to pay for or reimburse all **reasonable and necessary** expenses incurred by an employee when the employee travels on City-related business. Non-exempt employees will not travel outside Texas unless required for a specific certification or continuing education requirements, i.e., not for featured symposiums or exhibitions.

Transportation - The most efficient and economical mode of travel must be used to conduct City of Manor business. Each department will make air travel arrangements. Air travel must be booked at the most discounted economy flight available on a City credit card, reimbursements will not be allowed as the City will get the points for travel. Departmental employees with access to City vehicles and gas cards must utilize them for all City travel when cost-efficient; this is also true for employees with car allowances. When authorized, an employee using a personal vehicle on City business shall be paid an amount per mile equivalent to the current rate paid by the IRS per diem requirements to its employees. Mileage reimbursement will be determined based on the distance from the employee's office to the travel destination. The employee shall submit a map demonstrating travel distance to receive mileage reimbursement.

In approved private vehicle use instances, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written prior approval of the City Manager.

Employees must coordinate travel when they travel on the same dates with the same itinerary. Only one may be reimbursed for mileage when four or fewer employees travel on the same itinerary. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage unless authorized in writing by the City Manager.

Expenses for mileage shall be pre-paid for overnight training only.

Travel Approval – All travel must be approved two (2) weeks in advance by the employee's Department Director (or designee) by filling out a Travel Request Form and Per Diem Form unless otherwise stated in this policy.

Lodging - Lodging is allowed only for multi-day events where the training and travel status would exceed twelve (12) hours daily.

Expenses for lodging may be approved for double occupancy at minimum standard room fare. The City will not pay extra charges for room service or an upgrade of room status. An itemized hotel receipt must be provided.

Meal Allowance – Expenses for meals shall be pre-paid for overnight training ONLY.

The employee must complete a reimbursement/per diem form two (2) weeks before travel with all signatures completed before turning forms into accounts payable with a total of \$55 per day. If a meal is included in a hotel registration conference registration fee or replaced by a legitimate business meal, it will be deducted from the daily rate. NO REIMBURSEMENTS WILL BE ACCEPTED FOR OVERNIGHT TRAVEL.

All other meal allowances will be reimbursed at actual cost, as supported by detailed receipts. A detailed receipt (a credit card receipt listing the total amount due is not considered a detailed receipt) must accompany the request for reimbursement/per diem form.

Reimbursement shall not exceed \$10 for breakfast, \$15 for lunch, and \$30 for dinner, the base rate per Section 301-11.18 of the Federal Travel Regulation.

Meals eligible for reimbursement include:

- If you depart the City of Manor before 7:00 a.m. and return after 9:00 a.m., breakfast is allowed.
- If you depart the City of Manor before 11:00 a.m. and return after 1:00 p.m., lunch is allowed.
- If you depart the City of Manor before 5:00 p.m. and return after 7:00 p.m., dinner is allowed.

This policy will reimburse the City of Manor for meals associated with business travel.

The City will not pay for meals for individuals not employed by the City of Manor except with the written approval of the City Manager stating the business purpose of the meal. If an exception is granted, an itemized meal receipt with attendee names must be attached to the Reimbursement/ Per Diem Form.

Social, recreational, or optional conference functions that are separately ticketed events, not included in the base conference registration fee, are not subject to reimbursement or payment by the City.

Meal-related tips are included in the reimbursement rate total. The City will not pay for gratuity more than 20%.

Non-Allowable Expenses - Expenses or charges for the following will typically not be reimbursed and must be paid for by the employee:

- In-hotel pay television and movies.
- Dry cleaning and laundry.
- Health club and spas.
- Expenses of a spouse or any person not on City business.
- Alcoholic beverages.
- Personal long-distance telephone calls.
- Excess baggage charge for personal belongings.
- Entertainment costs, expenses, or fees; and
- Other items of a personal nature.

Request for Reimbursement and Return of Unexpended Funds - Upon return to the City, the employee may submit reimbursement for parking and other authorized charges. A detailed receipt must accompany the request for reimbursement. Any receipts for charges applied to the city credit card must be detailed and submitted to the Director.

FLSA "Hours Worked"— For purposes of computing the total number of hours worked by an employee during a single work week:

- Time spent commuting to and from work are not “hours worked.”
- Any time traveling during the employee’s regular workday is “hours worked.”
- When an employee is requested to travel from his or her typical workplace during a single business day, all of the time spent in travel and work on that day is counted as “hours worked” except for the lunch hour (unless work is performed at that time) and time spent in commuting to and from the typical workplace if the employee is required to begin and end the day trip at the typical workplace.
- If an overnight trip requires the employee to travel on a Saturday or Sunday, hours spent in travel during what would be the employee’s regular working hours will be considered “hours worked.” For example, suppose an employee typically works from 8:00 a.m. to 5:00 p.m. Monday through Friday and must travel during those hours on a Saturday or Sunday to attend or return from an overnight trip for City business. In that case, travel time during those hours will be counted as “hours worked” on Saturday or Sunday.
- If an employee requests to be able to drive a personal vehicle instead of taking public transportation when requested to travel away from home, the City will count as “hours worked” the same amount of time that would have been counted as “hours worked” if the employee had taken the public transportation.
- If an employee makes an overnight trip to a destination for which no public transportation is available, time spent driving to and from the destination outside the employee’s regular workday will be counted as “hours worked.” Time spent traveling as a **passenger** in a personal automobile is not counted as “hours worked” unless the hours are within the typical workday.

Compliance - Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, including termination of employment.

All aspects of the travel policy will adhere to the purchasing policy guidelines.

7.10 Education Reimbursement

It is the purpose of the City of Manor to provide quality services for its citizens by encouraging upward mobility, employee development, and excellence of performance by sharing the expense of approved courses and educational programs. Tuition reimbursement assists employees in broadening their knowledge of their current position or preparing them for the possible assumption of new job responsibilities within the City.

The availability of tuition reimbursement is subject to City Council-approved funding levels. The percentage of potential tuition reimbursement will be established annually as part of the City’s budget process based on anticipated participation and available funding.

Reimbursement Cost

Beginning on or after October 1, employees shall be reimbursed for completed courses with a maximum of \$3,000 per Fiscal Year. Tuition Reimbursement cannot exceed the actual course and

course-related fees cost. Under no circumstances shall assistance exceed the amount of \$3,000 per fiscal year. Only those courses identified on the employee's degree plan, accompanied by the "Tuition Reimbursement Agreement" form, will be considered for assistance.

Eligibility- For employees to be eligible for reimbursement under this policy, the individual must complete a minimum of two (2) years of full-time service with the City of Manor.

Coursework must be from a nationally or regionally accredited school, college or university, and class attendance must be during the employee's off-duty time.

Course Eligibility-

- Classroom and online courses offered by accredited colleges, universities, or trade schools are eligible for tuition reimbursement if they are:
- Required by a degree plan that is directly related to the employee's City job or City career field.
- Required by a trade school course of study that is related to the employee's City job or City career field.
- Related to a City career field as determined by the Director of the Human Resources Department.
- Seminars, conferences, and courses unrelated to a City career field are ineligible for tuition reimbursement. Reimbursement for seminars and conferences is subject to departmental budgets and approval by the supervisor(s).

Expenses ineligible for reimbursement-

- Parking, books, supplies, or other expenses related to courses to be taken that are not included in the mandatory fees are not eligible for reimbursement.
- Tuition reimbursement will be paid only once for each approved course. The City will not pay tuition reimbursement for courses for which the employee has already received tuition reimbursement.
- The City will not pay the cost of tuition, which has been or shall be paid from other sources such as scholarships, grants, Veterans' benefits, public safety programs, social security benefits, or other subsidies. However, student loans may qualify for reimbursement. In the event of a partial scholarship or grant, reimbursement will be calculated based on the actual expense to the employee.

To begin participation in the Tuition Reimbursement Program, employees must meet with the Director of Human Resources to obtain the Tuition Reimbursement Agreement and a copy of the complete Tuition Reimbursement Policy as approved by the City Council to be a directive through the Human Resources department. Employees must complete and submit the Tuition Repayment Agreement to the Human Resources Department before the start of the course, at least 30 days in advance, is required.

To request reimbursement for a specific semester, participants must obtain a Tuition Reimbursement Course Registration Form from the Human Resources Department before the start of the semester. The completed Course Registration Form will document the course titles, description, course/semester dates, degree-seeking, and the number of credit hours for which the participant intends to register. The completed Tuition Reimbursement Course Registration Form must be submitted to the Human Resources Department before the start of the semester. Participants will only be reimbursed for the courses they have completed. If courses change from the initial registration form, the Human Resources Department must be contacted immediately; failure to do so may result in termination of the Tuition Reimbursement Agreement.

Participants will pay all costs according to the parameters of their educational institution. Within 21 days of the end of the course/semester, participants will submit the Reimbursement Request Form accompanied by copies of the following to the Human Resources Department for reimbursement approval:

1. An itemized statement of tuition and fees.
2. Proof of payment shall consist of an itemized receipt from the school indicating the amount paid by the student employee.
3. A final grade report or transcript from the college, university, or trade school.

If an employee resigns or is terminated for any reason prior to the course's completion, the City shall not be obligated to reimburse any part of the expense.