

A PERSONNEL POLICY MANUAL

OF

THE CITY OF RICHWOOD

Amended by Council August 2026

Welcome to the City of Richwood!

This handbook has been prepared to welcome you and help you understand our policies, procedures, and benefits. Terms and conditions of employment are the same for all employees and are summarized in this handbook.

This City is founded on the principle of teamwork and a desire on the part of those working here to make the City a pleasant place to live. We hope you will find the conditions of your work pleasant. Working together, the progress of our City should prove to be mutually beneficial.

The contents of this handbook are presented as a matter of information only. While we generally follow policies and procedures described herein, they are not a contract; nor should this Personnel Policy Manual be construed as a contract or conferring any property interest. The City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. Any modifications, revocations, suspensions, terminations, or changes of this Personnel Policy Manual requires approval by City Council after a meeting noticed pursuant to the Texas Open Meetings Act. Only the City Manager or City Council of the City of Richwood has the authority to enter into an employment contract. All such contracts must be in writing and signed both by the City Manager and the employee. Otherwise, employment may be terminated at any time by either the employee or the City and with or without cause.

You may have questions not answered in this handbook. If so, please feel free to discuss them with your Department Head or the City Manager.

Mission Statement

To provide residents, visitors, and the business community with the highest quality of municipal services in an efficient and courteous manner, and to enhance the quality of life through planning and visionary leadership.

ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the City of Richwood Employee Handbook, and agree to read and comply with it and any other rules and policies of the City. I understand that the handbook and all other written and oral material provided to me are intended for information purposes only. I also understand that abiding by the Personnel Policy is a condition of my employment with the City of Richwood, Texas.

I understand that employment with the City of Richwood is for an indefinite period of time and, either the City of Richwood or the employee may terminate the employment and compensation at will, at any time, and with or without any cause being stated therefore.

Employee Signature: _____

Employee's Printed Name _____

Date _____

**RETURN TO THE CITY SECRETARY'S OFFICE UPON
COMPLETION**

**City of Richwood
Employee Handbook**

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POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Foreword
Policy #: 101
Effective: March 2015
Revised: January 2026

FOREWORD

Purpose

To introduce the City of Richwood Employee Handbook and Safety Manual and to explain its role in guiding workplace expectations, policies, and procedures.

Policy Statement

The City of Richwood Employee Handbook and Safety Manual provides employees and supervisors with a clear understanding of the City's policies, expectations, and workplace standards. The handbook is intended to promote consistency, support effective operations, and ensure fair and equitable treatment of employees.

This handbook serves as a general guide and does not include every policy, procedure, or practice. The City reserves the right to revise, supplement, or modify this handbook at any time to reflect changes in law, operational requirements, or organizational needs. Employees will be notified of material updates as practicable, and the most current version of the handbook shall be maintained by the City Manager or designee.

Responsibilities

Supervisors are expected to be familiar with the contents of this handbook and to apply policies consistently and fairly. Employees are responsible for reading, understanding, and complying with the policies and procedures contained in this handbook, as well as applicable departmental operating guidelines that are consistent with this handbook and applicable law.

Interpretation

Questions regarding the interpretation or application of the policies in this handbook should be directed to the City Manager or their designee.

No Contract / At-Will Employment

Nothing in this handbook creates a contract of employment, express or implied, except as otherwise required by applicable law. Employment with the City of Richwood is at-will, meaning either the employee or the City may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by law. This handbook supersedes all previous versions and any prior inconsistent policies, whether written or verbal.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Employment at Will
Policy #: 102
Effective: April 2014
Revised: January 2026

EMPLOYMENT AT WILL

Purpose

To define the at-will employment relationship between the City of Richwood and its employees.

Policy Statement

Employment with the City of Richwood is at-will. Employment is not for a fixed term, and either the employee or the City may end the employment relationship at any time, with or without cause, and with or without prior notice, unless otherwise prohibited by law. This policy applies to all City employees unless otherwise provided by law.

No Modification of At-Will Status

Nothing in this handbook, any City policy, or any verbal or written statement by a supervisor or employee shall be interpreted as creating a contract of employment or altering the at-will employment relationship. No supervisor, department head, or employee has the authority to modify the at-will status of employment. Only the City Council, through formal action **or as** otherwise required by law, may approve an exception to this policy.

The at-will status of employment is not affected by performance evaluations, completion of a probationary period, promotions, lateral transfers, or any other employment action.

Position Elimination

Employees are advised that positions may be eliminated individually or through a reduction in force when deemed necessary and in the best interest of the City.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Purpose of the Employee Handbook
Policy #: 103
Effective: April 2014
Revise: January 2026

PURPOSE OF THE EMPLOYEE HANDBOOK

Purpose

To explain the intent and function of the City of Richwood Employee Handbook.

Policy Statement

The purpose of the City of Richwood Employee Handbook is to provide employees and supervisors with guidance regarding City policies, workplace expectations, operating procedures, and employee responsibilities applicable to their position. The handbook is intended to promote consistency, support effective management, and ensure compliance with applicable federal and state laws governing municipal operations.

Updates and Revisions

This handbook is a general source of information and may be revised, supplemented, or updated at any time to reflect changes in law, organizational needs, or operational best practices.

Employees will be notified of material updates, and the most current version shall be maintained by the City Manager or their designee.

Employee Responsibility

Each employee is responsible for reading, understanding, and complying with the policies contained in this handbook, as acknowledged on the signature page or through other acknowledgment methods approved by the City.

No Contract of Employment

This handbook is not a contract of employment. Nothing in this handbook creates, or is intended to create, a contractual right of employment or guarantee of continued employment, unless otherwise provided by law.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Applicability of Policies
Policy #: 104
Effective: April 2014
Revised: January 2026

APPLICABILITY OF POLICIES

Purpose

To define who is covered by the City of Richwood Employee Handbook and how policies apply across the organization.

Policy Statement

The policies contained in this Employee Handbook apply to all regular full-time, regular part-time, temporary, and seasonal employees of the City of Richwood, unless otherwise stated within a specific policy.

Exclusions

This handbook does not apply to elected officials, volunteers, interns without compensation, independent contractors, or vendors, unless otherwise required by law. These individuals may be subject to separate agreements, expectations, or codes of conduct as applicable.

Council-Appointed Positions

Certain positions appointed directly by the City Council, such as the City Manager, Municipal Judge, and City Attorney, may be subject to employment agreements, ordinances, or alternative guidelines as authorized by law. In such cases, the terms of those agreements or actions shall govern.

Departmental Procedures

Departments may maintain standard operating procedures (SOPs) to address work-specific processes or practices. SOPs must be consistent with this handbook and applicable law. In the event of a conflict between a departmental SOP and this handbook, the handbook shall prevail unless superseded by state or federal law.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Definitions
Policy #: 201
Effective: April 2014
Revised: January 2026

DEFINITIONS

As used in this policy the following terms shall have the following meanings:

City	means the City of Richwood, Brazoria County, Texas.
Employee	means any individual receiving compensation from the City for services rendered or labor performed, whether appointed by the City Council or hired by the City Manager or Department Head, excluding elected officials, municipal judges, and independent contractors as defined by the Internal Revenue Service unless otherwise required by law.
Immediate Family	means spouse, child, brother, sister, parents, grandparents, mother-in-law, father-in-law, brother-in-law or sister-in-law, step-parent, step-child, step-brother, or step-sister, grandchildren, grandparents-in-law or foster parents/children.
Department Head	means the Supervisor in charge of any specific designated department defined herein.
Full-Time Employee	means an employee regularly scheduled to work a full-time schedule as defined by City policy. Eligibility for benefits shall be governed by the applicable benefits plan documents.
Probationary Employee	means the initial period of employment following hire, not to exceed one hundred eighty (180) calendar days. Any extension of the probationary period must be based on documented performance or operational reasons and approved in accordance with established City procedures.
Regular Employee	is an employee who has completed his/her probationary period and is in a position that is expected to continue "at will" subject to the provisions of this Personnel Policy Manual.
Part-Time Employee	shall be defined as an employee whose work schedule is less than thirty-

two (32) hours per week.

Temporary Employee	shall be defined as any employee in a position that is established for a specific limited time or until a specific project is completed.
Insubordination	Insubordination means the willful refusal to comply with a lawful and reasonable directive related to an employee's job duties or conduct that materially interferes with supervisory authority or workplace operations.
Incompetence	shall be defined as the inability to perform the essential functions of the employee's assigned position.
Shall or Will	indicates the action or conduct is mandatory.
Volunteer	Volunteers are not employees and are not entitled to wages, benefits, or employment protections unless otherwise required by law.
Harassment	means unwelcome conduct based on a protected characteristic that is sufficiently severe or pervasive to alter the conditions of employment or create a hostile work environment, as defined by applicable federal and state law.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Equal Opportunity Employment
Policy #: 202
Effective: April 2014
Revised: January 2026

EQUAL OPPORTUNITY EMPLOYMENT

Purpose

The City of Richwood is committed to providing equal employment opportunity to all employees and applicants and to maintaining a workplace free from unlawful discrimination, harassment, and retaliation.

Policy Statement

The City of Richwood is an Equal Employment Opportunity employer. Employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, childbirth, sexual orientation, gender identity, or gender expression), national origin, age, disability, genetic information, veteran or military status, citizenship or immigration status, or any other status protected by applicable federal or Texas law, unless otherwise required by law.

This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, promotion, compensation, training, discipline, and termination.

Legal Compliance

The City complies with all applicable federal and state laws prohibiting discrimination in employment, including but not limited to:

- Title VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967, as amended
- The Equal Pay Act of 1963, as amended
- The Americans with Disabilities Act, as amended
- The Genetic Information Nondiscrimination Act
- Texas Labor Code Chapter 21
- The Uniformed Services Employment and Reemployment Rights Act (USERRA)

Reasonable Accommodation

The City will provide reasonable accommodation to qualified individuals with disabilities and for sincerely held religious beliefs, practices, or observances, to the extent required by law, unless doing so would impose an undue hardship on City operations, in accordance with applicable law.

Anti-Retaliation

Retaliation against any individual who, in good faith, reports discrimination or harassment, participates in an investigation, or exercises rights protected under this policy or applicable law is strictly prohibited.

Reporting

Employees who believe they have been subjected to discrimination, harassment, or retaliation should report the concern promptly in accordance with the City's complaint or grievance procedures. Reports may be made to a supervisor, Department Head, other designated official, or the City Manager in accordance with the City's complaints, grievance, or reporting procedures.

No Contract of Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Specific roles of the Mayor and City Council
Policy #: 203
Effective: April 2014
Revised: January 2026

SPECIFIC ROLES OF THE MAYOR, CITY, AND CITY COUNCIL, AND CITY MANAGER

Purpose

To clearly define the respective roles and responsibilities of the Mayor, City Council, and City Manager in order to promote effective governance, accountability, and professional administration of City operations.

Policy Statement

City Council

The City Council serves as the governing and policy-making body of the City. The City Council is responsible for establishing ordinances, resolutions, policies, budgets, and strategic direction for the City. Individual Council Members shall act only through the collective action of the City Council and shall not direct or supervise City employees.

Mayor

The Mayor is the presiding officer of the City Council and performs duties as provided by the City Charter, state law, and adopted City policies. The Mayor may represent the City at ceremonial functions and in official capacities as authorized by the City Council. The Mayor does not have administrative authority over City employees unless expressly provided by law or the City Charter.

City Manager

The City Manager is the chief administrative officer of the City and is responsible for the day-to-day operations of the City government. The City Manager shall have general supervision and control over all City employees, exercised through Department Heads and established administrative procedures, and is responsible for implementing policies and directives adopted by the City Council.

Separation of Roles

Administrative authority rests with the City Manager. Neither the Mayor nor individual City Council Members shall give directions to City employees regarding operational matters. Requests for information or action shall be directed through the City Manager or the appropriate Department Head, as provided by policy or law. This provision does not prohibit employees from responding to lawful requests, public records obligations, emergencies, or matters expressly authorized by policy or law.

Charter Authority

The detailed powers, duties, and responsibilities of the Mayor, City Council, and City Manager are governed by the City Charter and applicable state law. In the event of a conflict between this policy and the City Charter or state law, the Charter or law shall control.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Management of Police Department and Volunteer Fire Department
Policy #: 204
Effective: April 2014
Revised: January 2026

MANAGEMENT OF POLICE DEPARTMENT AND VOLUNTEER FIRE DEPARTMENT

Purpose

To clarify the management structure, policy authority, and employment status applicable to the Police Department and Volunteer Fire Department while maintaining consistency with City-wide personnel policies and applicable law.

Police Department

Due to the unique and regulated nature of law enforcement operations, the Chief of Police, as Department Head, is responsible for the administration and day-to-day operation of the Police Department. This includes oversight of internal operations, implementation of departmental policies, and supervision of Police Department personnel.

The Chief of Police may develop and maintain a Police Department Policy Manual governing departmental operations, procedures, and standards.

Personnel actions involving Police Department employees, including hiring, promotion, discipline, and termination, shall be administered in accordance with this Personnel Policy Manual, applicable ordinances, and state and federal law, using established City administrative procedures.

Nothing in this policy is intended to authorize non-law-enforcement officials to direct or interfere with the operational decisions, investigations, or enforcement activities of the Police Department, except as otherwise provided by law.

Volunteer Fire Department

The City operates a Volunteer Fire Department. Individuals serving as members of the Volunteer Fire Department are classified as volunteers and not as City employees for purposes of wages, benefits, or employment protections, consistent with the Fair Labor Standards Act, as amended.

Volunteer firefighters are not entitled to compensation, benefits, or employment rights afforded to City employees unless otherwise required by law. Volunteers are, however, subject to applicable City policies governing conduct, safety, and operational standards as adopted by the City or Fire Department leadership.

Authority

Nothing in this policy alters the authority of the City Council, Mayor, or City Manager as established by the City Charter, state law, or other adopted City policies.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Collective Bargaining
Policy #: 205
Effective: April 2014
Revised: January 2026

COLLECTIVE BARGAINING

Purpose

To clarify the City's position regarding collective bargaining and employee representation in accordance with Texas law, and to affirm the non-contractual nature of this Personnel Policy Manual.

Policy Statement

Pursuant to Chapter 617 of the Texas Government Code, the City of Richwood is prohibited from recognizing any individual, group of individuals, or organization as a bargaining agent for City employees for purposes of collective bargaining unless otherwise authorized or required by law.

Nothing in this Personnel Policy Manual shall be construed as a collective bargaining agreement, employment contract, or promise of specific wages, hours, or working conditions. This manual is intended solely to state the policies of the City and to guide the administration of personnel matters.

Employee Communication

Employees are encouraged to discuss wages, hours, and working conditions with their immediate supervisor and, if necessary, through established administrative or grievance procedures adopted by the City. Such discussions do not constitute collective bargaining or employee representation.

At-Will Employment

Nothing in this policy alters the at-will employment relationship between the City and its employees.

Section: General
Policy: Membership in Labor Organization
Policy #: 206
Effective: April 2014
Revised: January 2026

MEMBERSHIP IN LABOR ORGANIZATION

Purpose

To affirm the City's commitment to lawful, non-discriminatory treatment of employees regarding membership or non-membership in labor organizations, consistent with Texas and federal law.

Policy Statement

The City of Richwood shall not discriminate against any employee, as defined by this handbook, because of the employee's membership or non-membership in any labor organization or similar association, to the extent permitted by law.

Nothing in this policy authorizes collective bargaining, recognition of employee organizations as bargaining agents, or alters the City's obligations or prohibitions under Texas Government Code Chapter 617.

Protected Rights

Employees retain the right to engage in lawful, protected activity as permitted by applicable federal and state law. At the same time, such activity shall not interfere with City operations, workplace safety, or the performance of assigned duties, as determined in accordance with applicable law and City policy.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship between the City and its employees.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Membership in Anti-Government Organizations
Policy #: 207
Effective: April 2014
Revised: January 2026

MEMBERSHIP IN ANTI-GOVERNMENT ORGANIZATIONS

Purpose

To protect the safety, integrity, and lawful operation of City government while respecting employees' constitutional rights.

Policy Statement

The City of Richwood does not prohibit lawful political beliefs, speech, or associations. However, the City will not employ or continue the employment of any individual who engages in unlawful conduct, or who knowingly participates in or provides material support, as defined by applicable federal or state law, to activities that advocate or involve the violent overthrow of the United States government or the government of the State of Texas.

Standards of Conduct

Employees shall not engage in conduct, whether on or off duty, that:

- Involves violence or the credible threat of violence against governmental institutions or officials;
- Violates federal or state criminal law related to terrorism, insurrection, or subversive acts; or
- Substantially interferes with the employee's ability to perform assigned duties or undermines public trust in the lawful operation of City government in a manner directly related to the employee's position or duties.

Protected Rights

Nothing in this policy is intended to restrict lawful political activity, protected speech, or lawful association, as guaranteed by the United States Constitution and applicable law. Mere membership in an organization, expression of political beliefs, or lawful association, without evidence of unlawful conduct or conduct materially affecting job performance, shall not be grounds for discipline or termination.

Application

Any employment action taken under this policy shall be based on objective evidence of unlawful conduct or conduct materially affecting job performance and shall be administered in a manner consistent with due process and applicable law.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Job Duties of Employees
Policy #: 208
Effective: April 2014
Revised: January 2026

JOB DUTIES OF EMPLOYEES

Policy Statement

Each employee shall have a general job description that outlines the primary duties and responsibilities of the position. Job descriptions are established and maintained by the applicable Department Head in accordance with City policy and applicable law.

Scope of Duties

Job descriptions are intended to describe the general nature of the work performed and are not to be considered all-inclusive. Employees may be assigned additional duties, responsibilities, or tasks deemed necessary by the Department Head to meet operational needs, provided such duties are consistent with the employee's position and qualifications.

Changes to Job Duties

The City reserves the right to modify, add, or reassign job duties to meet operational, organizational, or service needs. Routine or temporary adjustments to job duties do not constitute a change in employment status or create a contractual right to specific duties or assignments.

Material changes to job duties that may affect classification, compensation, or position requirements shall be reviewed and approved through established City administrative procedures.

Authority

Department Heads are responsible for establishing job duties and recommending material changes to job descriptions. The City Manager or designee retains approval authority for job description changes that materially affect classification, compensation, or organizational structure.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Citizenship and Social Security Number
Policy #: 301
Effective: April 2014
Revised: January 2026

CITIZENSHIP AND SOCIAL SECURITY NUMBER

Purpose

To ensure compliance with federal employment eligibility verification requirements and applicable payroll and tax laws.

Policy Statement

The City of Richwood complies with the Immigration Reform and Control Act of 1986 (IRCA) and all applicable federal regulations governing employment eligibility verification.

All newly hired employees must complete the required sections of the federal Form I-9 and present acceptable documentation establishing identity and authorization to work in the United States within the timeframes required by law.

Employment Eligibility Verification (Form I-9)

New employees are required to complete Section 1 of Form I-9 no later than the first day of employment. Acceptable documentation establishing identity and employment authorization must be presented within three (3) business days of the employee's start date, as required by federal law.

If an employee is unable to present the required documentation within the prescribed timeframe, the employee may provide proof of having applied for replacement documentation, as permitted under federal I-9 regulations. Failure to comply with Form I-9 requirements within the time allowed by law may result in termination of employment.

Social Security Number

Employees must provide a valid Social Security number or other documentation authorized by law for payroll processing as required for payroll processing, tax reporting, and benefits administration, unless otherwise authorized by law.

Non-Discrimination

Employment eligibility verification shall be conducted in a manner consistent with federal anti-discrimination laws. The City does not discriminate on the basis of citizenship status, national origin, or immigration status, except as required by law.

Authority

Employment eligibility verification procedures shall be administered in accordance with established City administrative practices to ensure compliance with applicable federal requirements.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Application Process
Policy #: 302
Effective: April 2014
Revised: January 2026

APPLICATION PROCESS

Purpose

To establish a consistent and fair process for accepting and reviewing applications for employment with the City of Richwood.

Policy Statement

The City of Richwood accepts employment applications only for positions that are officially posted and currently open. Applications and résumés submitted for positions that are not open or that do not identify a specific position may not be considered or retained, except as required by law.

Submission of Applications

Applicants must submit an application for each position for which they wish to be considered. Individuals applying for multiple positions or reapplying at a later date are required to submit a new application for each posting.

The City may accept applications and supporting materials in the manner specified in the job posting, including electronic submission, as specified in the job posting or established administrative procedures.

Submission of an application does not guarantee consideration or employment.

Application Requirement

No individual shall be offered employment with the City unless a completed and signed City of Richwood Application for Employment is on file. A résumé may be used to supplement employment and education history; however, all required sections of the City's application must be completed.

Records and Retention

Applications and related hiring materials shall be retained in accordance with applicable records retention laws and City records management policies.

Equal Employment Opportunity

The application process shall be administered in a manner consistent with the City's Equal Employment Opportunity policy and applicable federal and state law.

Authority

The application process shall be administered in accordance with established City administrative practices and applicable law.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Residency
Policy #: 303
Effective: April 2014
Revised: January 2026

RESIDENCY

Purpose

To clarify residency requirements and emergency response expectations for City employees in accordance with Texas law.

Policy Statement

The City of Richwood does not require employees to reside within the City limits as a condition of employment, except where expressly authorized by law or the City Charter.

Emergency Response Requirement

Employees classified as sworn personnel or as management or supervisory staff who reside outside the City limits must be able to respond to a declared civil emergency or other emergency event requiring immediate response as authorized by law, within a timeframe reasonably related to the essential functions of the position, as established by the applicable Department Head through documented operational requirements.

This requirement is intended to ensure continuity of essential services during emergencies and does not constitute a residency requirement.

Failure to meet emergency response expectations shall be addressed in accordance with applicable personnel policies and due process requirements.

Council-Appointed Positions

City Council appointees may be subject to residency requirements as provided by the City Charter or applicable law. In such cases, the Charter or governing authority shall control.

Authority

Emergency response expectations shall be established and administered through documented departmental procedures consistent with operational needs, applicable law, and the City Charter.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Minimum Age Requirement for Employment
Policy #: 304
Effective: April 2014
Revised: January 2026

MINIMUM AGE REQUIREMENT

Policy Statement

The City of Richwood complies with all applicable federal and state child labor laws governing the employment of minors. Except as otherwise permitted by law, individuals must be at least eighteen (18) years of age to be employed by the City.

Employment of Minors

Individuals under the age of eighteen (18) may be employed only where permitted by federal and state law and only in positions that comply with applicable restrictions on hours, duties, and working conditions. Any employment of minors must be consistent with documented City administrative procedures and applicable legal requirements.

Volunteers and Community Service

Individuals performing volunteer service or court-ordered community service with the City must meet minimum age requirements and supervision standards established by the City and applicable law. Participation by minors may be permitted only where authorized by law and administered in accordance with established City procedures.

Authority

This policy shall be administered in accordance with applicable federal and state labor laws, safety regulations, and established City administrative practices.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Eligibility for Rehire
Policy #: 305
Effective: April 2014
Revised: January 2026

ELIGIBILITY FOR REHIRE

Policy Statement

Former employees may be considered for rehire based on operational needs, prior work history, and consistency with applicable City policies. Rehire decisions shall be administered in accordance with established hiring procedures and applicable law.

Rehire Following Reduction in Force

An employee who is rehired within one (1) year following a layoff due to a reduction in force may receive credit for prior active service with the City solely for the purpose of calculating vacation leave accrual, in accordance with the City's leave policies.

Rehire Following Resignation or Termination

An employee who is rehired following resignation or termination for any reason shall not receive credit for prior service when calculating vacation or sick leave accrual.

Rehire Eligibility Limitations

Individuals separated for misconduct, policy violations, or performance-related reasons may be deemed ineligible for rehire in accordance with documented City procedures.

Authority

Rehire decisions and the treatment of prior service shall be administered through established City hiring and leave administration procedures. Nothing in this policy requires approval beyond what is specified by adopted policy or law.

No Guarantee of Reemployment

Nothing in this policy creates a right to reemployment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Texas Driver's Licenses & Driving Record
Policy #: 306
Effective: April 2014
Revised: January 2026

TEXAS DRIVER'S LICENSES AND DRIVING RECORD

Purpose

To ensure that employees who operate City vehicles or perform driving-related duties are properly licensed and maintain a safe driving record in order to protect public safety and City assets.

Policy Statement

Employees whose positions require driving must always maintain a valid driver's license appropriate to the position. Failure to obtain or maintain required licensing may result in disciplinary action, up to and including termination, depending on job requirements and operational needs.

License Requirements

Applicants or employees selected for positions or transfers that require a specific class of Texas driver's license (Class A, B, C, or M) must obtain the required license within three (3) months of appointment. Employees shall not operate a City vehicle until the required license is obtained.

Failure to obtain or maintain a required license may result in disciplinary action, up to and including termination, depending on the essential functions of the position and operational needs.

Driving Record and Reporting Obligations

Employees required to drive must report any license suspension, revocation, restriction, or driving-related arrest or conviction immediately.

Driving Record Review

Driving record reviews shall be conducted periodically for positions requiring driving, consistent with insurance and safety requirements.

Employees who demonstrate an unsafe driving record, including multiple moving violations or serious driving-related offenses within a specified period, may be subject to restrictions on driving City vehicles and/or disciplinary action, up to and including termination, particularly where driving is an essential function of the position.

An unsafe driving record may include, but is not limited to, three (3) or more moving violations or one (1) or more DWI/DUI-related offenses within the previous three (3) years.

Essential Job Function

When the ability to operate a vehicle is an essential function of a position, loss of driving privileges or failure to meet licensing requirements may result in reassignment, suspension, or termination, consistent with applicable law and City policy.

Authority

This policy shall be administered by Department Heads in coordination with established City safety, insurance, and human resources procedures. Review beyond the department level shall occur only where required by law, insurance requirements, or documented City administrative policy.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Nepotism
Policy #: 307
Effective: April 2014
Revised: January 2026

NEPOTISM

Purpose

To ensure compliance with Texas nepotism laws and to promote fairness, transparency, and public trust in City employment practices.

Policy Statement

The City of Richwood shall comply with the nepotism provisions of Chapter 573 of the Texas Government Code. No person related within a prohibited degree of consanguinity (blood) or affinity (marriage) to an elected officer, the City Manager, or another City employee who exercises appointment or supervisory authority, where such appointment is prohibited by law.

Prohibited Appointments

A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of an individual to a position that would result in a violation of Chapter 573 of the Texas Government Code.

The prohibited degrees of relationship include:

- **Consanguinity (blood):** first, second, and third degree
- **Affinity (marriage):** first and second degree

as defined by Texas Government Code Chapter 573.

Continued Employment

Nothing in this policy prohibits the continued employment of an individual who was employed by the City prior to the election, appointment, or hiring of a related public official, where such continued employment is permitted under Texas law.

Disclosure Requirement

Applicants and employees are required to disclose any familial relationship that may fall within the prohibited degrees defined by law. Failure to knowingly disclose a prohibited relationship may result in disciplinary action.

Interpretation

Determinations regarding nepotism and prohibited relationships shall be made in accordance with Texas Government Code Chapter 573. When questions arise, the City shall consult with legal counsel as appropriate.

Authority

This policy shall be administered in accordance with applicable law and established City administrative procedures.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Identification Badges
Policy #: 308
Effective: April 2014
Revised: January 2026

IDENTIFICATION BADGES

Policy Statement

Employees may be issued City identification badges for the purpose of conducting official City business and accessing City facilities, in accordance with established City administrative and security procedures.

Issuance and Use

Identification badges shall be issued to employees as required by their position through established City or departmental procedures. Employees who are issued identification badges are required to carry or display their badge while on duty or while on City premises, as appropriate to the nature of their position.

Care and Responsibility

Identification badges remain the property of the City at all times. Employees are responsible for safeguarding their badges and must report loss, theft, or damage promptly to their supervisor or Department Head.

Replacement of Badges

Replacement badges may be issued when necessary. The City may assess a reasonable replacement fee for lost or damaged badges when the loss or damage results from misuse or carelessness, in accordance with established City procedures. No fee shall be assessed for normal wear and tear.

Return of Property

All identification badges must be returned to the City upon separation from employment or upon request.

Authority

This policy shall be administered in accordance with established City administrative and security procedures.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Hiring, Promotion, and Separation
Policy #: 309
Effective: January 2026
Revised:

HIRING, PROMOTION, AND SEPARATION

Purpose

To establish a consistent City-wide process governing hiring, promotion, discipline, and separation of employees, ensuring compliance with adopted personnel policies, budgetary requirements, and applicable law.

Policy Statement

It is the policy of the City to administer all employment actions in a fair, consistent, and lawful manner. Employment decisions shall be based on organizational needs, employee qualifications, and adherence to established administrative processes.

Established administrative processes refer to documented procedures related to budgeting, human resources, payroll, and legal compliance and do not require approval beyond what is specified by adopted policy or law.

Hiring and Appointment

Department Heads are responsible for identifying staffing needs, initiating recruitment, and participating in the selection of candidates for employment within their respective departments.

All hiring decisions are subject to verification of budget authorization, completion of required pre-employment procedures, and approval in accordance with the City's established administrative processes.

No verbal or written offer of employment may be extended until all required approvals related to budget authorization, background checks, and employment eligibility have been completed.

Promotion and Reassignment

Promotions, reassignments, and changes in employment status shall be based on departmental needs, employee qualifications, and consistency with the City's classification and pay plan.

Such actions shall be administered in accordance with this Personnel Policy Manual and the City's established administrative processes.

Discipline and Separation

Department Heads are responsible for supervising employees and addressing performance or conduct issues in accordance with this Personnel Policy Manual.

Disciplinary action, up to and including termination, shall be administered in a consistent and non-discriminatory manner and in compliance with applicable City policies and state and federal law.

Separations of employment shall be subject to review through the City's established administrative processes to ensure compliance with policy, law, and final pay requirements, except where immediate action is required by law.

Authority

Nothing in this policy alters the authority of the City Council, Mayor, or City Manager as established by the City Charter, state law, or other adopted City policies, nor is it intended to centralize routine personnel decisions beyond what is required for compliance and consistency.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Training
Policy #: 401
Effective: April 2014
Revised: January 2026

EMPLOYEE TRAINING

Purpose

To support employee development and effective City operations through job-related training while ensuring responsible use of public funds.

Policy Statement

The City of Richwood may authorize employees to attend job-related training, workshops, seminars, or conferences when such training is determined to be in the best interest of the city and aligned with operational needs.

Authorization and Approval

Training requests shall be reviewed and approved by the employee's Department Head, subject to operational needs and budget availability. Training that exceeds established budgetary thresholds or involves out-of-state travel shall be reviewed in accordance with City administrative and financial procedures.

Eligible Expenses

Approved training-related expenses may include registration fees, lodging, meals, mileage, and other reasonable costs directly associated with the training, subject to City policy and applicable reimbursement guidelines.

Meal expenses are reimbursed for actual and reasonable costs incurred during approved training. Alcoholic beverages are not eligible for reimbursement. Reimbursement limits and per diem rates shall be established by the City and may be updated periodically.

Use of City-Issued Credit Cards

Employees who have been issued a city credit card may use the card for approved training-related expenses in accordance with the City's credit card policy and within established spending limits. Use of a City-issued credit card does not eliminate the requirement for prior approval of training or expenses.

All charges must be directly related to the approved training, supported by itemized receipts, and submitted in accordance with applicable reconciliation and documentation procedures. Personal charges, unauthorized expenses, or charges exceeding approved limits are prohibited and may result in disciplinary action and/or repayment to the city.

Transportation and Mileage

When travel by personal vehicle is authorized, mileage reimbursement shall be paid at the rate established by the Internal Revenue Service. If a city vehicle is available and the employee elects to use a personal vehicle instead, mileage reimbursement may be denied unless otherwise approved.

Mileage shall be calculated using reasonable and commonly accepted mapping tools in accordance with City administrative practices.

Expense Reimbursement

All training-related expenses must be submitted for reimbursement following completion of the training in accordance with the City's travel and expense reporting procedures. Supporting documentation and detailed receipts are required.

Requests for advance reimbursement of anticipated mileage or other approved expenses may be submitted in accordance with City financial procedures.

Petty Cash Advances

Department Heads may authorize limited petty cash advances for approved training expenses in accordance with City financial controls. All advances must be documented with detailed receipts, and any unused funds must be returned promptly.

Authority

This policy shall be administered in accordance with established City administrative, financial, and audit procedures. Nothing in this policy requires approval beyond what is specified by adopted policy or law.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Performance Evaluation
Policy #: 402
Effective: April 2014
Revised: January 2026

PERFORMANCE EVALUATION

Purpose

To provide a structured process for evaluating employee performance, supporting employee development, and informing compensation and personnel decisions.

Policy Statement

The City of Richwood utilizes a performance evaluation process to assess employee performance, communicate expectations, support professional development, and inform merit-based compensation decisions. Performance evaluations are intended to be constructive, fair, and consistent with operational goals and City values.

Applicability

All full-time and part-time employees are subject to performance evaluations in accordance with this policy. Interns and temporary employees may be evaluated at the conclusion of their assignment for recordkeeping and development purposes.

Performance Planning

Supervisors shall establish a performance plan for each employee that may include City core values, mandatory job factors, leadership competencies, and position-specific expectations. Performance plans shall be reviewed with the employee within sixty (60) days of employment, promotion, or transfer.

Supervisors and employees are encouraged to discuss performance expectations, progress, and goals throughout the year. Employees may be required to complete a self-evaluation as part of the evaluation process.

Evaluation Process

Performance evaluations shall be based on the employee's performance during the applicable evaluation period. Supervisors may consult with prior supervisors when an employee has changed positions during the evaluation period.

Supervisors and Department Heads are responsible for conducting and administering performance evaluations in accordance with established City procedures. Review beyond the department level shall occur only where required by law or documented administrative policy.

Performance evaluations are intended as management tools and are not subject to formal appeal or grievance procedures unless otherwise required by law.

Performance Improvement Plans (PIP)

When performance falls below expected standards, a Performance Improvement Plan may be implemented to outline specific performance deficiencies, expectations for improvement, and a reasonable timeframe for review.

A PIP may be used in lieu of or in addition to disciplinary action, depending on the circumstances. Placement on a PIP does not guarantee continued employment and does not alter the at-will employment relationship.

Failure to demonstrate sustained improvement may result in further disciplinary action, up to and including termination, in accordance with applicable personnel policies and at-will employment principles.

Employees on Leave

Employees on an approved leave of absence, including but not limited to FMLA, workers' compensation, or military leave, shall be evaluated based on the period during which the employee actively worked. Merit considerations shall be handled in a manner consistent with applicable law and City policy.

Merit Increases

Eligibility for merit-based pay increases is determined by overall performance evaluation results and is subject to funding availability as approved through the City's annual budgeting process.

Receipt of a satisfactory evaluation does not guarantee a merit increase. Merit increases, if approved, shall be administered in accordance with compensation guidelines adopted through the City's annual budget process and established administrative procedures.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment, guarantees continued employment, or limits the City's right to manage its workforce consistent with at-will employment principles.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Longevity Pay Program
Policy #: 403
Effective: April 2014
Revised: January 2026

LONGEVITY PAY PROGRAM

Purpose

To recognize and reward eligible employees for long-term service and continued commitment to the City of Richwood.

Policy Statement

The City of Richwood may provide longevity pay, when authorized by City Council through the annual budget process, to eligible employees as a form of recognition for years of service, subject to availability of funds and approval through the annual budget process.

Longevity pay is not a guarantee of compensation and does not create contractual rights or entitlement.

Eligibility

Eligibility for longevity pay is limited to full-time City employees who meet applicable service requirements. Longevity pay eligibility, amounts, and structure may vary based on position classification and years of service, as approved by the City Council through the budget process.

Years of Service

Years of service for longevity pay purposes shall be calculated based on continuous service with the City. Service credit shall be capped at a maximum of thirty-five (35) years unless otherwise approved by City Council.

Payment Structure

Longevity pay amounts and payment schedules shall be established annually as part of the City's adopted budget. The city may differentiate longevity pay amounts by position classification, including employees, Department Heads, and the City Manager, as approved by City Council.

Administration

Longevity pay shall be administered in accordance with procedures established through the City's adopted budget and payroll practices.

Administrative Schedule

The specific dollar amounts and administrative guidelines for longevity pay are maintained in a separate internal administrative policy. Such amounts may be updated by administration only to the extent consistent with the adopted budget and do not require amendment of this Personnel Policy Manual.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment, guarantees continued employment, or entitles any employee to longevity pay in any specific amount or for any specific duration.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Service Awards
Policy #: 404
Effective: April 2014
Revised: January 2026

EMPLOYEE SERVICE AWARDS

Purpose

To recognize and acknowledge eligible employees for milestones in years of service with the City of Richwood.

Policy Statement

The City of Richwood may provide employee service awards to recognize significant service milestones, subject to availability of funds and approval through the annual budget process. Service awards are discretionary and intended as recognition, not compensation.

Eligibility

Eligibility for service awards is limited to full-time City employees who meet the applicable service milestone criteria established by the City.

Service Milestones

Service awards may be provided at designated service intervals, beginning with an employee's fifth (5th) anniversary and continuing at intervals established by the City, with a maximum service recognition cap as approved by City Council.

Award Amounts

The type, form, and value of service awards shall be determined through the City's annual budget process and approved by City Council. Award amounts may be adjusted from time to time and are not guaranteed.

Administration

Service awards shall be administered in accordance with procedures established through the City's adopted budget, purchasing, and payroll practices.

Administrative Schedule

The specific dollar amounts and administrative guidelines for employee service awards are maintained in a separate internal administrative policy and may be updated administratively, subject to budgetary approval, without amendment to this handbook.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment, guarantees continued employment, or entitles any employee to a service award.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Wages
Policy #: 501
Effective: April 2014
Revised: January 2026

WAGES

Purpose

To establish how employee wages are determined and administered in accordance with the City's adopted budget and compensation framework.

Policy Statement

Employee wages are established and administered in accordance with the Compensation Plan adopted by the City Council as part of the City's annual budget. All salary ranges and pay classifications are subject to City Council approval.

Compensation Plan

The Compensation Plan sets forth authorized salary ranges, classifications, and pay structures for City positions. Compensation shall be administered within the limits approved by City Council and in compliance with applicable federal and state wage and hour laws.

Administration

The City Manager or designee is responsible for administering employee wages in accordance with the adopted Compensation Plan, applicable policies, and budgetary constraints.

Adjustments to individual employee wages may be made only as authorized by the adopted Compensation Plan, approved budget, or specific action of the City Council.

Compliance

Nothing in this policy alters the City's obligation to comply with applicable minimum wage, overtime, and wage payment laws.

This policy shall be interpreted consistently with the Fair Labor Standards Act (FLSA) and other applicable wage and hour laws.

No Contract / No Guarantee

Nothing in this policy creates a contract of employment, guarantees a specific wage rate, or entitles any employee to compensation outside the parameters established by the City Council and adopted budget.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Overtime
Policy #: 502
Effective: April 2014
Revised: January 2026

OVERTIME

Purpose

To establish guidelines for overtime compensation and premium pay in compliance with applicable federal and state wage and hour laws.

Policy Statement

Overtime compensation for City employees shall be administered in accordance with the Fair Labor Standards Act (FLSA), applicable Texas law, and City policy.

Unless otherwise provided by law or policy, non-exempt employees shall be compensated at one and one-half (1½) times their regular rate of pay for hours worked in excess of established work periods.

Authorization of Overtime

Overtime work must be approved in advance by the employee's Department Head, except in emergency situations or where otherwise required by administrative procedure.

Unauthorized overtime worked by a non-exempt employee must be compensated in accordance with the FLSA but may result in disciplinary action.

Exempt and Non-Exempt Employees

Only employees classified as non-exempt under the FLSA are eligible for overtime compensation. Employees classified as exempt are not eligible for overtime unless specifically authorized by City Council under an approved emergency or disaster declaration, consistent with applicable law.

Emergency and Disaster Premium Pay

In the event of a City closure, declared emergency, or disaster declaration, the City Council may authorize premium pay for employees required to work in furtherance of emergency operations.

When expressly authorized by City Council, employees classified as exempt under the Fair Labor Standards Act (FLSA) may be compensated on an hourly-equivalent basis for time actually worked during the declared emergency period. Such compensation is provided as emergency premium pay and does not alter the employee's exempt classification outside the authorized emergency period.

Premium pay, if authorized, may be paid at one and one-half (1½) times the employee's hourly-equivalent rate for documented time actually worked during emergency operations. City Council

shall review premium pay authorization with any extension of the emergency or disaster declaration.

Definition of Hours Worked

For purposes of emergency premium pay, “hours worked” means time during which an employee is actively engaged in work-related physical or mental activities for the benefit of the City, under the direction and control of the City.

Standby or on-call time shall be considered hours worked only when the employee is required to remain on City premises or is so restricted that the employee cannot effectively use the time for personal purposes, as defined by the FLSA.

Maximum Hours During Emergency Operations

During declared emergencies, the City may establish temporary limits on the maximum number of hours that may be worked in a day, as directed by administration in coordination with emergency operations and safety considerations. Such limits shall be communicated by administration and may be adjusted as conditions require.

Compliance

All overtime and premium pay practices shall comply with applicable federal and state law. Nothing in this policy authorizes compensation in a manner inconsistent with the FLSA.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Pay Day
Policy #: 503
Effective: October 2019
Revised: January 2026

PAY DAY

Purpose

To establish the City's regular payroll schedule and pay periods for employees.

Policy Statement

All regular full-time and part-time employees of the City of Richwood shall be paid on a biweekly basis in accordance with the City's established payroll schedule.

Pay Period

The standard workweek and pay period shall be established by the City and administered through the payroll system. Pay periods and corresponding pay dates shall be communicated to employees and may be adjusted as necessary to accommodate holidays, system changes, or operational needs.

Payroll deductions and withholdings shall be made in accordance with applicable law and authorized employee elections.

Pay Date

Employees shall be paid on the designated payday following the close of the applicable pay period, subject to normal payroll processing requirements. When a scheduled payday falls on a holiday or City closure, payment shall be made in accordance with established payroll procedures.

Administration

Payroll schedules shall be administered by the Finance Department in accordance with established payroll procedures and applicable law.

Compliance

Nothing in this policy alters the City's obligation to comply with applicable federal and state wage payment requirements.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Leave for Military Purpose
Policy #: 504
Effective: April 2014
Revised: January 2026

LEAVE FOR MILITARY PURPOSE

Purpose

To provide leave and employment protections for employees who serve in the uniformed services, in compliance with federal and state law, and to establish a City-approved paid military leave benefit.

Policy Statement

The City of Richwood supports employees who serve in the United States Armed Forces, National Guard, or Reserves and complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable Texas law.

Paid Military Leave

The City provides up to two (2) weeks of paid military leave per calendar year to eligible employees who are members of the National Guard or Reserves for authorized military training or duty.

Paid military leave is available to regular full-time employees who are members of the National Guard or Reserves and who have completed their probationary period, unless otherwise required by law.

Paid military leave:

- Applies only to periods that fall within the employee's normal work schedule
- Does not offset or reduce military pay received from another source
- Requires submission of appropriate military orders or documentation

Paid military leave is provided on a calendar-year basis and does not carry over from year to year.

Paid military leave under this policy is a City-provided benefit and is separate from rights and protections afforded under USERRA.

Unpaid Military Leave

Military service in excess of the paid military leave provided under this policy shall be unpaid unless the employee elects to use available accrued leave, consistent with applicable law and City policy.

Active Duty and Extended Service

Employees who leave City employment to serve on active duty or extended military service shall be afforded all rights, benefits, and protections provided under USERRA, including reemployment rights, benefit continuation, and restoration to position upon return from service, as applicable.

Benefits and Seniority

Employees on military leave shall be treated in accordance with USERRA regarding accrual of seniority, benefits, and other employment rights.

Administration

Military leave shall be administered in accordance with applicable law and established personnel procedures, in coordination with Human Resources.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Change in Employee's Status
Policy #: 505
Effective: April 2014
Revised: January 2026

CHANGE IN EMPLOYEE'S STATUS

Purpose

To establish how benefits, leave accrual, and probationary requirements are administered when an employee's employment status changes.

Policy Statement

Changes in an employee's status between full-time, part-time, and temporary classifications shall be administered consistently with City policy, benefit plan requirements, and operational needs.

Change from Full-Time to Part-Time or Temporary

An employee who changes from full-time status to part-time or temporary status shall no longer be eligible for benefits reserved for full-time employees, effective on the date of the status change, in accordance with applicable benefit plan provisions.

Accrued leave balances shall be handled in accordance with the applicable leave policy in effect at the time of the status change and the terms of the City's benefit plans.

Change from Part-Time or Temporary to Full-Time

An employee who changes from part-time or temporary status to full-time status shall be subject to the probationary period and any applicable waiting periods for benefits, consistent with policies governing new full-time employees, regardless of any prior full-time service.

Probationary requirements shall be administered in accordance with the City's probationary policy.

Continuous Service

An employee who changes from part-time or temporary status to full-time status without a break in service may receive credit for continuous service for purposes of leave accrual, as determined by applicable leave policies and subject to the terms of applicable leave policies and benefit plan documents.

Administration

Department Directors, in coordination with Human Resources, are responsible for administering employee status changes and ensuring compliance with benefit plan documents and applicable law.

All status changes shall be administered in accordance with approved staffing levels, budget

authority, and applicable personnel and benefits policies.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Holidays
Policy #: 601
Effective: April 2014
Revised: January 2026

HOLIDAYS

Purpose

To establish recognized City holidays and the administration of holiday pay for eligible employees.

Policy Statement

The City of Richwood observes designated holidays each calendar year. Holiday observance and pay are administered in accordance with City policy, applicable wage and hour laws, and operational needs.

Recognized Holidays

The City observes the following holidays, as approved by City Council:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The official holiday schedule shall be published annually and provided to employees.

Holiday Observance

When an official holiday falls on a Saturday, it shall be observed on the preceding Friday. When an official holiday falls on a Sunday, it shall be observed on the following Monday, unless otherwise designated by the City.

Certain departments may be required to maintain operations on holidays due to essential service needs.

Holiday Pay – Full-Time Employees

Eligible full-time employees who do not work on an observed holiday shall receive holiday pay equal to their regular daily work hours at their straight-time rate of pay, unless otherwise excluded under this policy.

Holiday pay is not considered hours worked for purposes of calculating overtime.

Holiday pay for employees classified as exempt under the Fair Labor Standards Act (FLSA) is provided as part of the employee's regular salary and does not result in additional compensation unless otherwise authorized by City Council.

Unless otherwise provided by policy or law, holiday pay is provided to eligible full-time employees only.

Working on a Holiday

A full-time employee who is required to work on an observed holiday shall receive:

- Holiday pay for the observed holiday at the employee's straight-time rate, **plus**
- Compensation for hours actually worked at one and one-half (1½) times the employee's regular rate of pay.

Eligibility Limitations

An employee shall not be eligible for holiday pay if the employee:

- Is absent without approved leave on the scheduled workday immediately preceding or immediately following the holiday; or
- Is on an extended leave of absence exceeding thirty (30) consecutive calendar days, unless the leave is protected by law or otherwise required to be treated differently under applicable statute.

Holiday During Vacation

If a recognized holiday occurs during an employee's approved vacation period, the holiday shall not be charged against the employee's accrued vacation leave and shall be administered in accordance with this policy.

Administration

Holiday observance and pay shall be administered in accordance with this policy, the adopted budget, and applicable payroll procedures.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Health Insurance Plan
Policy #: 603
Effective: April 2014
Revised: January 2026

HEALTH INSURANCE PLAN

Purpose

To describe the City's participation in employee benefit programs and establish general guidelines for eligibility and administration of health-related benefits.

Policy Statement

The City of Richwood may participate in group health and related benefit plans for eligible employees, subject to availability of funds, plan terms, and approval through the annual budget process.

Benefits described in this policy are governed by the applicable insurance contracts and plan documents. In the event of a conflict between this policy and any benefit plan document, the plan document shall control.

Health Insurance Coverage

The City provides group medical and dental insurance coverage for eligible full-time employees in accordance with the terms of the applicable insurance plan.

The City pays the employer-designated portion of the premium for employee-only medical and dental coverage. Employees are responsible for the cost of any dependent coverage they elect, as determined by the plan.

Coverage for eligible employees generally begins on the first day of the month following the employee's date of hire, subject to plan requirements.

Eligibility for health insurance benefits is limited to regular full-time employees, as defined by City policy and the applicable benefit plan documents.

Workers' Compensation

The City provides workers' compensation insurance coverage for all employees in accordance with Texas law.

Long-Term Disability Insurance

Subject to availability of funds and approval through the City's annual budget process, the City may provide long-term disability insurance coverage for eligible full-time employees.

Long-term disability benefits, if provided, are administered in accordance with the terms of the applicable insurance policy and do not constitute a guarantee of income replacement.

Supplemental Insurance

Supplemental insurance options, which may include vision, life, accident, critical illness, hospitalization, or cancer coverage, may be offered to employees at the employee's expense, subject to availability through the City's benefit providers.

Enrollment and Changes

Enrollment in and changes to benefit coverage are permitted only during the designated open enrollment period or upon a qualifying life event, in accordance with applicable insurance plan rules and federal regulations.

Administration

Employee benefits shall be administered by Human Resources in accordance with applicable plan documents, adopted budget authority, and administrative procedures.

No Contract / No Guarantee

Nothing in this policy creates a contract of employment or guarantees the availability, level, or continuation of any benefit. The City reserves the right to modify or discontinue benefit offerings at any time, subject to applicable law and plan requirements.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Social Security and *Medicare Contributions*
Policy #: 604
Effective: April 2014
Revised: January 2026

SOCIAL SECURITY AND MEDICARE CONTRIBUTIONS

Purpose

To clarify the City's participation in Social Security and related retirement contribution programs in accordance with applicable federal and state law.

Policy Statement

The City of Richwood participates in retirement and payroll contribution programs as required by federal and state law. Participation in Social Security and alternative retirement systems is governed by applicable statutes, intergovernmental agreements, and payroll regulations.

Social Security Participation

Certain City positions may be excluded from participation in the federal Social Security program based on the City's participation in an alternative public retirement system and applicable Section 218 agreements, as permitted by law.

Social Security participation, where applicable, is determined by employee classification, hire date, and governing legal requirements. Required payroll taxes shall be withheld and remitted in accordance with federal law.

Medicare Contributions

All employees are subject to Medicare tax withholding as required by federal law, regardless of Social Security participation status.

Administration

Payroll contributions related to Social Security and Medicare shall be administered by Finance and Human Resources in accordance with applicable federal and state law.

No Contract / No Guarantee

Nothing in this policy creates a contract of employment or guarantees participation in any specific retirement or benefit program beyond what is required by law.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Retirement
Policy #: 605
Effective: April 2014
Revised: January 2026

RETIREMENT

Purpose

To describe the City's participation in a public retirement system and establish general guidelines regarding retirement benefits for eligible employees.

Policy Statement

The City of Richwood participates in the Texas Municipal Retirement System (TMRS) for eligible employees, in accordance with applicable state law, City Council action, and the governing TMRS plan provisions.

Retirement benefits are governed exclusively by TMRS statutes, rules, and plan documents. In the event of a conflict between this policy and TMRS provisions, TMRS rules and plan documents shall control.

Eligibility

Eligible regular full-time employees are enrolled in TMRS in accordance with TMRS requirements and City participation elections in effect at the time of employment.

Eligibility for retirement, vesting, service credit, disability benefits, survivor benefits, and other plan features is determined by TMRS and applicable law.

Employees who are not eligible for TMRS participation do not receive retirement benefits through the City unless otherwise required by law.

Contributions

Employee and employer contribution rates are established by City Council through participation elections with TMRS and are subject to change as permitted by law.

Employee contributions are withheld through payroll as required by TMRS. Employer contributions are made by the City in accordance with TMRS requirements and actuarial determinations.

Vesting and Withdrawal

Vesting and withdrawal rights are governed by TMRS rules and applicable law. Employees who terminate employment prior to retirement eligibility may withdraw their employee contributions subject to TMRS rules and applicable tax consequences.

Withdrawal of employee contributions prior to retirement may result in forfeiture of employer-financed credits, as provided by TMRS.

Administration

Retirement participation and payroll contributions shall be administered by Human Resources and Finance in accordance with TMRS requirements and applicable law.

No Contract / No Guarantee

Nothing in this policy creates a contract of employment or guarantees a specific retirement benefit, contribution rate, or plan feature. Retirement benefits are subject to change as permitted by law and TMRS plan provisions.

POLICY AND PROCEDURE MANUAL

Section: Personnel Employee Records
Policy: Employee Records
Policy #: 701
Effective: April 2014
Revised: January 2026

EMPLOYEE RECORDS

Purpose

To establish standards for the maintenance, confidentiality, access, and release of employee records in compliance with applicable federal and state law.

Policy Statement

The City of Richwood maintains employee records for legitimate business and legal purposes and is committed to protecting the privacy and confidentiality of employee information, consistent with applicable law.

Employee records shall be maintained, accessed, and disclosed only as permitted by law and City policy.

Personnel Files

Official personnel files for employees are maintained by the City Secretary's Office or other designated office.

Medical information, including medical history and records related to disabilities or accommodations, shall be maintained in separate confidential files in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Confidentiality and Internal Access

Employee records are confidential and shall be disclosed internally only on a need-to-know basis to authorized supervisory or management personnel for legitimate personnel actions, including but not limited to promotion, transfer, discipline, or termination.

Access to employee records does not extend to elected officials acting in their individual capacity, except as permitted by law.

Employee Access to Records

Employees may inspect their own personnel file by contacting the City Secretary's Office to schedule a reasonable time for review.

During inspection, employees may review records, take notes, and request copies at the established copy rate. Employees are not permitted to remove, alter, or destroy any portion of their personnel file.

Employees may submit a written request to correct inaccurate or incomplete information. Routine factual corrections shall be made as appropriate. Disagreements with disciplinary actions or performance evaluations may be documented in writing and placed in the employee's file in accordance with applicable appeal or grievance procedures.

Employee access to personnel records is subject to limitations imposed by law, including records that are confidential or exempt from disclosure.

Accuracy of Records

Employees are responsible for promptly notifying the City of changes to personal information, including name, address, telephone number, emergency contact information, marital status, or number of dependents, within a reasonable timeframe.

Employees shall contact Human Resources or the designated office to update beneficiary designations, tax withholding forms, and payroll or direct deposit information.

External Requests for Information

All external requests for employee information shall be referred to the City Secretary or the City's designated Public Information Officer.

Release of information from employee records is governed by the Texas Public Information Act and other applicable federal and state laws. No employee other than authorized personnel may release employee information.

Records Retention

Employee records shall be retained and destroyed in accordance with applicable records retention schedules and City records management policies.

Administration

This policy shall be administered by the City Secretary and Human Resources in accordance with applicable law and City records management policies.

POLICY AND PROCEDURE MANUAL

Section: Personnel Employee Records
Policy: Reference Checks/Recommendations
Policy #: 702
Effective: April 2014
Revised: January 2026

REFERENCE CHECKS/RECOMMENDATIONS

Purpose

To establish procedures for responding to reference checks and employment verification requests in a consistent, lawful, and risk-managed manner.

Policy Statement

The City of Richwood limits the release of employment-related information to protect employee privacy, ensure accuracy, and reduce legal risk. All external requests for information regarding job applicants, current employees, or former employees shall be handled in accordance with this policy and applicable law.

Authorized Release of Information

All requests for employment information from individuals or entities outside the City must be submitted in writing and referred to the City Secretary or the City's designated Public Information Officer.

Without signed authorization or release from the employee, the City may disclose only the following information:

- Dates of employment
- Positions held
- Final rate of pay or salary

No additional information shall be released without proper authorization or as otherwise required by law.

Verbal references or informal disclosures by supervisors or other employees are prohibited.

Reference Checks

The City may conduct reference checks on job applicants as part of the hiring process in accordance with applicable law and City hiring procedures.

Letters of Recommendation

Letters of recommendation for current or former employees may be issued only with approval from the appropriate Department Head and/or the City Manager or designee. A copy of any approved letter of recommendation shall be retained in the employee's personnel file.

Letters of recommendation shall be limited to objective, factual information unless otherwise

approved by legal counsel.

Compliance with Public Information Law

Release of employee information is governed by the Texas Public Information Act and other applicable federal and state laws. Nothing in this policy authorizes the release of information that is confidential or exempt from disclosure under law.

Administration

The City Secretary, as Human Resources, is responsible for administering this policy and ensuring compliance with applicable law.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: General Vacation Provisions
Policy #: 801
Effective: April 2014
Revised: January 2026

GENERAL VACATION PROVISIONS

Purpose

To establish eligibility and accrual standards for vacation leave in a consistent, equitable manner that supports employee well-being and operational continuity.

Policy Statement

The City of Richwood provides vacation leave to eligible full-time employees in accordance with this policy, applicable leave provisions, and operational needs. Vacation leave is a benefit of employment and is administered subject to City policy and applicable law.

Eligibility

Only regular full-time employees are eligible to accrue vacation leave. Vacation accrual begins upon successful completion of the probationary period, in accordance with City policy.

Vacation Accrual – Regular Employees

Regular full-time employees shall accrue vacation leave during the first year of employment on a prorated basis from the date of hire at a rate of eight (8) hours per month, not to exceed eighty (80) hours during the first year.

Vacation Accrual – Department Heads

Department Heads and higher-level positions may be eligible for enhanced vacation accrual during the first year of employment based on documented prior government service.

For eligible positions, vacation leave during the first year shall accrue on a prorated basis from the date of hire at a rate of ten (10) hours per month, not to exceed eighty (80) hours.

Credit for prior government service, up to the equivalent of five (5) years, may be granted based on position requirements and approved administrative guidelines.

Ongoing Accrual

Following the first year of employment, all eligible full-time employees, whether classified as hourly or exempt, shall accrue vacation leave at a rate of eight (8) additional hours per year until the maximum allowable balance is reached.

Maximum Accrual

The maximum allowable vacation leave balance for eligible employees is two hundred (200) hours. Employees shall not accrue vacation leave beyond this limit.

Employees with accrued balances exceeding the maximum at the time of policy adoption shall retain their existing balance but shall not accrue additional vacation until the balance falls below the maximum.

Administration

Vacation accrual and eligibility shall be administered in accordance with this policy by Human Resources and Finance, subject to administrative oversight. Any enhanced accrual credit or exceptions must be documented and approved through established administrative processes.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees vacation accrual or payout beyond what is expressly provided by City policy and permitted by applicable law.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Vacation Accumulation Prohibited
Policy #: 802
Effective: April 2014
Revised: January 2026

VACATION ACCUMULATIONS PROHIBITED

Purpose

To establish limits on the accumulation and carryover of vacation leave in order to promote regular use of leave and effective workforce planning.

Policy Statement

Vacation leave is intended to be used annually. Carryover of unused vacation leave is limited to ensure operational continuity and fiscal responsibility.

Annual Carryover Limit

Eligible employees with at least one (1) full year of service may carry over up to forty (40) hours of unused vacation leave from one calendar year to the next.

Unless specifically authorized in writing by the City Manager or designee, any unused vacation leave in excess of forty (40) hours at the end of the calendar year shall be forfeited.

Exceptions

The City Manager or designee may approve an exception to the annual carryover limit when operational needs prevent an employee from using accrued vacation leave within the calendar year.

Exceptions to the annual carryover limit may be approved when documented operational necessity prevents the employee from using accrued vacation leave within the calendar year.

Approval of an exception does not create a precedent or guarantee future approval.

Leave Without Pay

Requests for leave without pay shall be administered in accordance with Policy 1004 (Additional Leave Without Pay).

Administration

Vacation carryover limits and approved exceptions shall be administered in accordance with established administrative procedures.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees approval of vacation carryover or leave without pay.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Salary Provisions in Lieu of Vacation
Policy #: 803
Effective: April 2014
Revised: January 2026

SALARY PROVISIONS IN LIEU OF VACATION

Purpose

To encourage the use of vacation leave for rest and wellness while limiting conversion of leave to cash in a manner that is equitable, fiscally responsible, and consistent across departments.

Policy Statement

The City strongly encourages employees to use accrued vacation leave for rest and wellness. Payment in lieu of vacation is generally prohibited.

Limited Exception

In limited circumstances, and solely to prevent forfeiture of accrued vacation leave, an employee may request payment for a portion of unused vacation hours subject to the following conditions:

- The request may be made only in the month of December, prior to the end of the calendar year
- Payment is limited to a maximum of ten (10) hours of vacation leave
- The employee must have used at least forty (40) hours of vacation leave during the calendar year
- Only vacation hours that would otherwise be forfeited under City policy are eligible
- Approval of payment in lieu of vacation may be granted only when documented operational necessity prevented the employee from using accrued vacation leave during the calendar year.

Requests under this policy shall be reviewed by the employee's Department Director and require approval by the City Manager or designee.

No Entitlement

Nothing in this policy creates a right to payment in lieu of vacation. Approval of any request is discretionary and subject to operational and budgetary considerations.

Approval of a request under this policy does not create a precedent, guarantee future approval, or establish a recurring benefit.

Payment under this policy is not compensation for hours worked and shall not be used as a substitute for overtime, merit pay, or other wage adjustments.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Termination of Employment
Policy #: 804
Effective: April 2014
Revised: January 2026

TERMINATION OF EMPLOYMENT

Purpose

To establish how accrued vacation leave is administered upon termination of employment.

Policy Statement

Upon separation from employment, eligible full-time employees may be paid for accrued but unused vacation leave in accordance with this policy and applicable law.

Payment of accrued vacation leave upon separation shall be made in accordance with the Texas Payday Law and the City's established payroll schedule.

Vacation Payout Eligibility

Employees who voluntarily resign in good standing are eligible for payout of accrued but unused vacation leave, subject to the following conditions:

- Payment is limited to the employee's accrued vacation balance as of the effective date of separation
- Vacation leave shall be paid at the employee's regular rate of pay
- Payout shall not exceed the maximum accrual limits established by City policy

Exclusions

Employees whose employment is terminated for cause are not eligible for payout of accrued vacation leave.

For purposes of this policy, "termination for cause" means involuntary separation based on employee misconduct, violation of City policy, dishonesty, insubordination, or sustained failure to meet established job performance standards.

Administration

Vacation payout upon termination shall be administered in accordance with established administrative and payroll procedures, in coordination with Human Resources and Finance.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees payment beyond what is expressly provided herein.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Temporary and Probationary Employment Positions
Policy #: 805
Effective: April 2014
Revised: January 2026

TEMPORARY AND PROBATIONARY EMPLOYMENT POSITIONS

Purpose

To clarify vacation leave eligibility for employees classified as temporary or probationary.

Policy Statement

Temporary employees and probationary employees are not eligible to accrue or use vacation leave.

Temporary and probationary employees are not eligible for vacation payout upon separation.

Applicability

This policy applies to:

- Temporary employees, regardless of hours worked; and
- Employees serving an initial or subsequent probationary period.
-

Vacation eligibility for regular full-time employees begins only after successful completion of the applicable probationary period, as provided in Policy 801.

Probationary periods are defined and administered in accordance with applicable personnel policies governing employee probation.

Administration

Employee classification and vacation eligibility shall be administered in accordance with established administrative procedures, in coordination with Human Resources.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Scheduling of Vacation
Policy #: 806
Effective: April 2014
Revised: January 2026

SCHEDULING OF VACATION

Purpose

To establish guidelines for scheduling vacation leave in a manner that balances employee needs with the operational requirements of the City.

Policy Statement

Vacation leave must be scheduled in advance and approved to ensure that the normal operations and services of the City are not disrupted. Vacation requests shall be submitted in accordance with established departmental or administrative procedures.

Scheduling and Approval

Vacation requests shall be reviewed and approved or denied by the employee's Department Director or supervisor.

Vacation approval is not automatic and may be denied or modified based on operational requirements, including minimum staffing levels and essential service coverage.

Scheduling disputes or conflicts shall be resolved in accordance with established administrative procedures to ensure consistent application of this policy.

Operational Priority

When multiple employees request vacation for the same time period, scheduling decisions may consider documented operational impact, departmental staffing needs, and the order in which requests were submitted.

No single factor is controlling, and scheduling decisions shall be made in the best interest of City operations.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees approval of any specific vacation request

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Borrowing of Vacation
Policy #: 807
Effective: April 2014
Revised: January 2026

BORROWING OF VACATION

Purpose

To establish limited circumstances under which an employee may borrow vacation leave against future accruals due to an approved emergency.

Policy Statement

Borrowing vacation leave against future accruals is generally prohibited. A limited exception may be approved in rare and documented emergency circumstances.

Eligibility and Limits

An eligible full-time employee may request to borrow vacation leave only under the following conditions:

- The request is based on a documented emergency
- The amount borrowed shall not exceed twenty-four (24) hours
- Vacation borrowing may occur only once per calendar year
- Borrowed leave shall be repaid through future vacation accruals

For purposes of this policy, an emergency means an unforeseen circumstance involving the employee or an immediate family member that requires the employee's presence and cannot reasonably be deferred.

Approval Process

Requests to borrow vacation leave shall be:

- reviewed by the employee's Department Director, and
- subject to final approval by the City Manager or designee.

Approval is discretionary and shall be documented in writing.

Repayment and Separation

Borrowed vacation leave shall be repaid through future vacation accruals as leave is earned.

If an employee separates from employment before repaying borrowed vacation leave, repayment shall be handled as follows:

- The City may recover the outstanding balance only if the employee has provided prior written authorization, consistent with applicable wage deduction laws; or
- The City may pursue repayment through other lawful means if authorization is not in place.

Repayment through future vacation accruals shall be the primary method of repayment.

No Entitlement

Nothing in this policy creates a right to borrow vacation leave. Approval is discretionary and based on operational and budgetary considerations.

Approval of a request to borrow vacation leave does not create a precedent or guarantee approval of future requests.

Administration

The City Manager or designee, in coordination with Human Resources, is responsible for administering this policy and ensuring compliance with applicable law.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Credit for Previous Service
Policy #: 808
Effective: April 2014
Revised: October 2019

CREDIT FOR PREVIOUS SERVICE

Purpose

To establish when, if ever, prior service may be credited for purposes of vacation accrual following rehire or change in employment status.

Policy Statement

Credit for previous service toward vacation accrual is not automatic and shall be granted only as expressly provided in this policy and related vacation provisions.

Rehire Following Reduction in Force

An employee who is rehired within one (1) year following a layoff resulting from a reduction in force may be eligible to receive credit for prior active service with the City solely for purposes of calculating vacation accrual, subject to approval in accordance with established administrative procedures.

Rehire Following Resignation or Termination

An employee who is rehired following resignation or termination for any reason shall not receive credit for prior service for purposes of vacation accrual unless expressly approved by the City Manager or designee.

Change in Employment Status

Temporary or part-time employees who change to regular full-time status may receive credit for prior service from their initial hire date for vacation accrual purposes, subject to:

- completion of any required probationary period, and
- approval in accordance with established administrative procedures.

Department Heads and Prior Government Service

Department Heads or higher-level positions with prior government service may be eligible for enhanced vacation accrual credit in accordance with Policy 801 (General Vacation Provisions), subject to approval in accordance with established administrative procedures.

Limitations

Credit for previous service applies only to vacation accrual calculations and does not restore prior leave balances, seniority, compensation, or other employment benefits unless otherwise required by law or policy.

Rehire Approval

All rehires, regardless of prior position or separation circumstances, require approval by the City Manager or designee.

Administration

Department Directors may recommend credit for previous service when permitted by this policy. Final approval authority rests with the City Manager or designee.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees credit for prior service. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Eligibility for Sick Leave
Policy #: 901
Effective: April 2014
Revised: January 2026

ELIGIBILITY FOR SICK LEAVE

Proposed language:

Purpose

To establish eligibility requirements for paid sick leave.

Policy Statement

Paid sick leave is provided to eligible employees to address personal illness, injury, or other qualifying medical needs, consistent with City policy.

Eligibility

All regular full-time employees are eligible to accrue and use paid sick leave from the date of hire.

Eligibility during a probationary period is governed by applicable sick leave accrual and usage policies.

Ineligible Employees

The following classifications are not eligible to accrue or use paid sick leave:

- Temporary employees
- Part-time employees
- Probationary employees

Probationary status is defined and administered in accordance with applicable personnel policies.

Administration

Human Resources, in coordination with Department Directors, is responsible for administering sick leave eligibility in accordance with this policy and related sick leave provisions.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees sick leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Accrual of Sick Leave
Policy #: 902
Effective: April 2014
Revised: January 2026

RATE OF COMPUTATION OF SICK LEAVE

Purpose

To establish the rate at which eligible employees accrue paid sick leave.

Policy Statement

Paid sick leave accrues for eligible employees in accordance with this policy.

Accrual Rate

Regular full-time employees shall accrue paid sick leave at the rate of eight (8) hours per month.

Sick leave accrual shall be administered on a monthly or payroll-cycle basis in accordance with the City's payroll practices.

Sick leave does not accrue during periods of unpaid leave, unless otherwise required by law.

Ineligible Employees

Temporary employees and part-time employees are not eligible to accrue paid sick leave.

Administration

Department Directors, in coordination with Human Resources and Finance, are responsible for monitoring sick leave accruals and employee classification in accordance with this policy.

Sick leave usage and limitations are governed by related sick leave policies within this section.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees the accrual or use of sick leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Responsibility for Notification
Policy #: 903
Effective: April 2014
Revised: January 2026

RESPONSIBILITY FOR NOTIFICATION

Purpose

To establish employee responsibilities for notifying the City when sick leave is needed.

Policy Statement

Employees are responsible for providing timely notice of illness or injury in order to be eligible to use paid sick leave.

Employee Notification Requirement

An employee requesting sick leave shall promptly notify the employee's immediate supervisor or Department Director, in accordance with departmental procedures.

Notification should occur as soon as practicable prior to the start of the employee's scheduled workday, unless circumstances prevent advance notice.

Failure to Notify

Failure to provide timely notification of illness or injury may result in denial of approval for all or part of the sick leave requested for that occurrence, subject to review.

Repeated failure to comply with notification requirements may result in disciplinary action, independent of sick leave eligibility.

This provision shall be applied in a manner consistent with the Family and Medical Leave Act (FMLA) and other applicable law.

Administration

Department Directors, in coordination with Human Resources, are responsible for administering sick leave notification requirements and ensuring consistent application of this policy.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees approval of sick leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Documentation of Sick Leave
Policy #: 904
Effective: April 2014
Revised: January 2026

DOCUMENTATION OF SICK LEAVE

Purpose

To establish when medical documentation may be required in connection with the use of sick leave.

Policy Statement

The City may require medical documentation to verify the appropriate use of sick leave and to ensure an employee is fit to return to work when necessary.

Documentation Requirements

Medical documentation from a licensed healthcare provider may be required prior to an employee's return to work under the following circumstances:

- When an employee has used three (3) or more consecutive workdays of sick leave, whether full or partial days; or
- When there is a reasonable basis to question the appropriate use of sick leave, based on observable patterns or documented concerns.

A reasonable basis shall be based on documented attendance patterns or objective operational concerns and shall not be based on speculation or protected leave usage.

Authority to Require Documentation

Medical documentation may be required by Human Resources or the employee's Department Director, in coordination with Human Resources.

When practicable, documentation requests should be coordinated through Human Resources to ensure consistency and compliance.

Disputes regarding documentation requirements may be elevated to the City Manager or designee for final review.

Confidentiality

All medical documentation shall be treated as confidential and maintained separately from the employee's personnel file in accordance with applicable law.

Administration

Human Resources is responsible for maintaining documentation records and providing guidance to supervisors regarding documentation requirements.

Nothing in this policy is intended to discourage or interfere with the lawful use of protected leave, including FMLA or other legally protected absences.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees approval of sick leave. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Accumulation of Sick Leave
Policy #: 905
Effective: April 2014
Revised: January 2026

ACCUMULATION OF SICK LEAVE

Purpose

To establish limits on the accumulation and carryover of accrued sick leave.

Policy Statement

Accrued sick leave is intended to provide employees with income protection during periods of illness or injury and may be carried forward subject to the limits established by this policy.

Carryover and Maximum Accumulation

Accrued but unused sick leave shall be carried forward from one calendar year to the next. The maximum allowable accumulation of sick leave is **two hundred forty (240) hours**. Employees shall not accrue sick leave beyond this maximum.

Unused sick leave has no cash value and is not paid out upon separation, except as may be required by law.

Administration

Human Resources is responsible for administering this policy and providing guidance regarding accrual limits and sick leave pool donations.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees the availability, use, or payout of sick leave. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Borrowing of Sick Leave Prohibited
Policy #: 906
Effective: April 2014
Revised: January 2026

BORROWING OF SICK LEAVE PROHIBITED

Purpose

To prohibit the borrowing of sick leave against future accruals and to clarify the City's position regarding any potential exceptions.

Policy Statement

Employees are not permitted to borrow sick leave against future sick leave accruals.

Prohibition

Sick leave may not be advanced, borrowed, or repaid through future accruals under any circumstances.

Administration

Human Resources is responsible for administering this policy and ensuring consistent application.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees access to sick leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Injuries other than on the Job Injuries
Policy #: 907
Effective: April 2014
Revised: January 2026

INJURIES OTHER THAN ON THE JOB INJURIES

Purpose

To establish how leave is administered when an employee is unable to perform job duties due to an injury or condition not arising out of employment with the City.

Policy Statement

When an employee is unable to perform the essential functions of the position, with or without reasonable accommodation due to a non-work-related injury or medical condition, leave shall be administered in accordance with this policy.

Use of Sick Leave

An employee who is unable to perform their job duties due to a non-work-related injury or medical condition, as determined by a licensed healthcare provider, shall use accrued sick leave until able to return to work and perform the essential functions of the position, with or without reasonable accommodation.

Nothing in this policy limits the City's obligations under the Americans with Disabilities Act, including consideration of reasonable accommodations where applicable.

Family and Medical Leave Act (FMLA)

If the non-work-related injury or medical condition qualifies as a serious health condition under the Family and Medical Leave Act (FMLA), the employee's absence may be designated as FMLA leave.

When applicable, leave taken under this policy shall run concurrently with FMLA leave, in accordance with federal law and City policy.

Leave Without Pay

If an employee exhausts all accrued sick leave and remains unable to return to work, any additional absence shall be taken as leave without pay, subject to approval and administered in accordance with Policy 1004 (Additional Leave Without Pay).

Administration

Requests and documentation related to leave under this policy shall be administered by Human Resources, in coordination with the employee's Department Director, in accordance with applicable law and City policy.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees paid leave beyond accrued sick leave. All employment remains at-will.

Section: Sick Leave Provisions
Policy: Family and Medical Leave and Disability Benefits
Policy #: 910
Effective: January 2026
Revised:

FAMILY AND MEDICAL LEAVE AND DISABILITY BENEFITS

Purpose

The City provides leave and benefit options to support employees who experience qualifying medical conditions or family needs, in accordance with applicable federal law and City policy.

Family and Medical Leave Act (FMLA)

The City complies with the Family and Medical Leave Act (FMLA) and provides eligible employees with job-protected leave for qualifying family and medical reasons, as required by federal law.

Key provisions include:

- Eligible employees may take up to twelve (12) weeks of unpaid, job-protected leave during a designated twelve-month period, as defined by law.
- Eligibility and qualifying reasons for leave are determined in accordance with federal regulations.
- Employees may be required to provide medical certification or other documentation as permitted by law.
- During approved FMLA leave, the City will maintain group health insurance benefits under the same terms as if the employee had continued to work.
- Upon return from approved FMLA leave, employees will be reinstated in accordance with applicable law.

FMLA leave will run concurrently with available paid leave and other applicable benefits, in accordance with City policy.

The City uses a rolling twelve (12)-month period measured backward from the date an employee uses FMLA leave to determine available FMLA entitlement.

Coordination with Paid Leave

Employees approved for FMLA leave are required to use accrued sick leave, vacation leave, or other applicable paid leave concurrently with FMLA, subject to City policy and applicable law. The substitution of paid leave does not extend the total amount of FMLA leave available.

Short-Term Disability (STD)

The City offers Short-Term Disability (STD) insurance as a wage replacement benefit for eligible employees who experience a qualifying non-work-related illness or injury.

- STD benefits are administered by the City's insurance provider and are subject to the terms and conditions of the applicable plan document.

- STD provides income replacement only and does not, by itself, provide job-protected leave.
- STD benefits may run concurrently with FMLA, when applicable.
- Employees are responsible for initiating STD claims and providing required documentation to the insurance provider.

Participation in STD does not eliminate the requirement to comply with City leave policies or applicable law.

Long-Term Disability (LTD)

The City offers Long-Term Disability (LTD) insurance as a wage replacement benefit for extended qualifying medical conditions, subject to the terms of the insurance plan.

- LTD benefits are determined and administered by the insurance provider.
- LTD does not guarantee job protection or continued employment.
- Approval for LTD benefits does not alter the City's rights and obligations under FMLA, ADA, or other applicable laws.

Return to Work and Fitness for Duty

Employees returning from medical leave may be required to provide a fitness-for-duty certification or other documentation, as permitted by law and consistent with the essential functions of the position.

Nothing in this policy limits the City's obligations under the Americans with Disabilities Act (ADA), including the duty to engage in an interactive process where required by law.

Administration

Human Resources, in coordination with Department Directors, is responsible for administering FMLA, STD, and LTD in accordance with applicable law and plan requirements.

Employees with questions regarding FMLA, STD, or LTD should contact Human Resources or the City Secretary's Office, as designated by the City.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Injuries on the Job
Policy #: 1001
Effective: April 2014
Revised: January 2026

INJURIES ON THE JOB

Purpose

To establish procedures and benefits applicable to employees who sustain injuries while performing duties in the service of the City.

Policy Statement

Employees who are injured in the course of performing their job duties for the service of the City shall be granted injury leave when medically required, in accordance with this policy.

Injury Leave

An employee who is injured in the course of performing their job for the service of the City shall be granted injury leave if the attending physician directs the employee to refrain from working due to the particular nature and extent of the injury.

The length of such injury leave shall be determined by the attending physician or by the opinion of a second attending physician retained by the City. Injury leave shall not exceed a reasonable amount of time based on the nature of the injury and the recommendation of the attending physician(s).

Medical Treatment

An employee injured on the job may choose their own attending physician or may be attended by a physician retained by the City if the employee has no particular preference or is unable to make a decision.

Nothing in this policy limits the City's obligations under the Americans with Disabilities Act (ADA), including consideration of reasonable accommodations where required by law.

Reporting and Workers' Compensation

Any employee injured on the job shall report the injury to their Department Director or supervisor without delay and shall file a claim for workers' compensation benefits.

Employees who fail to report an on-the-job injury may be subject to disciplinary action in accordance with the provisions of this manual.

Salary Continuation

An employee injured on the job shall receive full pay from the City for the first ten (10) working days or eighty (80) working hours following the time of injury, minus any amount of workers' compensation benefits received by the employee covering the same period.

Injury leave provided under this policy shall run concurrently with workers' compensation benefits and may not be supplemented with sick leave or vacation leave during the salary continuation period.

Administration

Department Directors are responsible for ensuring injuries are reported promptly and required documentation is completed.

Human Resources, in coordination with Department Directors, is responsible for administering injury leave and workers' compensation coordination in accordance with this policy and applicable law.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees continued employment or benefits beyond those expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Funeral Leave for Immediate Family
Policy #: 1002
Effective: April 2014
Revised: January 2026

FUNERAL LEAVE FOR IMMEDIATE FAMILY

Purpose

To provide paid leave to employees in the event of the death of a member of the employee's immediate family.

Policy Statement

The City recognizes the need for employees to attend to personal matters and family obligations following the death of an immediate family member and provides paid funeral leave in accordance with this policy.

Eligibility and Leave Provisions

In the event of the death of a member of an employee's immediate family, as defined in Policy 201 (Definitions), an eligible employee may be granted paid funeral leave as follows:

- The day before the funeral,
- The day of the funeral, and
- The day after the funeral.

Funeral leave is limited to a maximum of three (3) working days per occurrence.

Funeral leave is a standalone paid benefit and shall not be charged against an employee's accrued sick leave or vacation leave.

Scheduling

Funeral leave shall be taken in close proximity to the funeral services. Requests for funeral leave shall be coordinated with the employee's Department Director or supervisor.

Administration

Department Directors, in coordination with Human Resources, are responsible for administering funeral leave requests and verifying eligibility in accordance with this policy.

The City may request reasonable documentation to verify eligibility for funeral leave when necessary.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees paid leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Jury Duty and Witness Service
Policy #: 1003
Effective: April 2014
Revised: January 2026

JURY DUTY AND WITNESS SERVICE

Purpose

To establish leave provisions for employees serving on jury duty or appearing in court as a witness pursuant to a subpoena.

Policy Statement

Jury service and appearing as a witness in court pursuant to a subpoena are recognized as civic duties. Employees are expected to comply with such obligations and shall be granted leave in accordance with this policy.

Paid Leave for Civic Duty

An employee who is summoned for jury duty or subpoenaed to appear as a witness in a court proceeding shall be granted paid leave without loss of pay, provided that satisfactory evidence of such service or appearance is submitted.

Paid leave under this policy applies only to jury service or court appearances required by subpoena and does not apply to voluntary appearances or personal legal matters.

Employees may retain any compensation received for jury service while receiving paid leave under this policy, unless otherwise required by law or City policy.

Documentation

Employees must provide satisfactory documentation of jury service or witness appearance to their Department Director or supervisor.

Return to Work

- An employee who is dismissed from jury duty before noon is expected to return to work for the remainder of the scheduled workday.
- An employee appearing as a witness in a court proceeding is expected to return to work as soon as they are discharged by the court, if time and circumstances permit.

Administration

Department Directors, in coordination with Human Resources, are responsible for verifying documentation and administering leave under this policy.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees paid leave beyond what is expressly provided herein. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: January 2026

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

Purpose

To establish guidelines for granting personal leave without pay under appropriate circumstances while protecting operational needs and employee benefits eligibility.

Policy Statement

The City may grant leave without pay to employees for personal reasons when such leave does not disrupt operations and is approved in accordance with this policy.

Leave Without Pay

Leave without pay may be granted on a case-by-case basis for personal reasons, subject to operational needs and staffing considerations. There is no automatic entitlement to leave without pay, and approval is discretionary.

Leave without pay under this policy is generally intended to be short-term and temporary in nature.

Approval Requirements

Department Directors may approve short-term leave without pay requests consistent with this policy.

Requests that would materially impact operations, benefits eligibility, or employee classification require City Manager approval.

Family and Medical Leave Act (FMLA)

Nothing in this policy is intended to limit, delay, or interfere with an employee's rights under the Family and Medical Leave Act (FMLA).

Leave that qualifies for protection under FMLA shall be administered in accordance with federal law and City policy and shall not require approval by the City Manager beyond the normal FMLA eligibility verification, designation, and administrative process.

Requests for leave without pay related to disability accommodations shall be evaluated in accordance with applicable law.

Authority

Department Directors are responsible for reviewing leave without pay requests and making recommendations.

The City Manager or designee retains final authority to approve, deny, or modify leave without pay requests that do not qualify for FMLA protection.

Administration

Human Resources shall provide guidance regarding benefits impacts, documentation requirements, and FMLA coordination associated with leave without pay.

No Contract / At-Will Employment

Nothing in this policy creates a contract of employment or guarantees approval of leave without pay. All employment remains at-will.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1005
Effective: February 2017
Revised: January 2026

ADMINISTRATIVE LEAVE

Purpose

To authorize the use of administrative leave under specific circumstances when it is in the best interest of the City.

Policy Statement

Administrative leave may be granted to employees when circumstances warrant paid time away from work that is not otherwise covered by standard leave provisions.

Administrative leave is intended to address operational needs, public safety considerations, employee morale, or other City interests and does not constitute a recognized holiday or earned leave benefit.

Authority

The City Manager or designee is authorized to grant administrative leave and to temporarily close City facilities, including City Hall, Municipal Court, and other City operations, when deemed appropriate.

Such closures may be authorized at the City Manager's discretion based on operational needs, weather conditions, pre-holiday scheduling, or other circumstances affecting City operations.

Administrative closures authorized by the City Manager are separate from and do not reduce an exempt employee's individual administrative leave balance.

Administrative Leave for Exempt Employees

Employees classified as exempt from overtime may be granted up to forty (40) hours of administrative leave per calendar year, subject to approval by the City Manager or designee.

Administrative leave for exempt employees:

- is intended to provide flexibility in recognition of extended hours worked, workload demands, or operational responsibilities;
- is not accrued or carried forward from year to year;
- has no cash value and shall not be paid out upon separation from employment;
- may not be used to supplement other leave balances; and
- may be limited or denied based on operational needs.

Use of exempt administrative leave must be scheduled in advance when practicable and approved by the City Manager or designee.

Employees Required to Work

Certain positions require continued operations during administrative closures.

Employees whose duties require them to work during an administrative closure shall not receive additional compensation solely due to the closure, as compensation for such positions is governed by existing overtime, holiday, or operational pay provisions.

Treatment of non-exempt employees during administrative closures shall be administered in accordance with applicable wage and hour laws and existing City pay policies.

Compensation and Leave Status

Administrative leave granted under this policy:

- is paid leave for employees who are not required to work;
- does not alter eligibility for holiday pay, premium pay, or other compensation.

Employees who are already on approved leave during an administrative closure shall remain on their approved leave status.

Limitations

Administrative leave shall not be used to:

- create an entitlement or expectation of continued paid time off;
- replace or supplement accrued leave balances;
- circumvent overtime or compensatory time requirements; or
- alter established compensation structures.

Administration

Department Directors are responsible for communicating administrative closures and approved administrative leave to employees within their departments.

This policy does not create a contract of employment and does not alter the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Conflict of Interest
Policy #: 1101
Effective: April 2014
Revised: January 2026

CONFLICT OF INTEREST

Purpose

To ensure that City employees perform their duties with integrity, objectivity, and in the best interest of the City, free from conflicts of interest.

Policy Statement

Employees shall not engage in any employment, relationship, or activity that interferes with job performance, impairs independent judgment, or creates an actual or perceived conflict between personal interests and official duties as a City employee.

Prohibited Conduct

Conflicts of interest include, but are not limited to, the following:

1. ***Improper Benefits***
Soliciting, accepting, or agreeing to accept a financial benefit or any other benefit, other than compensation from the City, that might reasonably tend to influence the employee's performance of official duties and which the employee knows or should know is offered with intent to influence.
2. ***Disclosure of Confidential Information***
Accepting employment, compensation, or benefits that might reasonably induce the employee to disclose confidential information, including but not limited to:
 - employee or citizen personal or financial information; or
 - information obtained through official duties or authorized closed sessions that is not required to be disclosed by law.
3. ***Outside Employment***
Accepting outside employment, compensation, or benefits that might reasonably impair the employee's independence of judgment or interfere with the performance of City duties.
4. ***Personal Financial Interests***
Making or maintaining a personal investment that might reasonably be expected to create a substantial conflict between the employee's private interests and official duties.
5. ***Improper Favors***
Soliciting, accepting, or agreeing to accept a benefit from another person in exchange for performing official duties as a favor to that person.

Disclosure and Guidance

Employees who become aware of a potential or actual conflict of interest shall promptly disclose the matter to their Department Director or Human Resources.

Employees are encouraged to seek guidance when there is uncertainty regarding whether an activity or relationship constitutes a conflict of interest.

Disclosure does not, by itself, authorize the activity or relationship to continue unless expressly approved by the City.

Administration and Enforcement

Department Directors are responsible for monitoring compliance and addressing reported conflicts of interest.

The City Manager or designee retains final authority to interpret this policy and determine appropriate corrective or disciplinary action in accordance with City policy and applicable law.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Smoking, Smokeless Tobacco and Vapor e-cigarettes
Policy #: 1102
Effective: April 2014
Revised: January 2026

SMOKING, SMOKELESS TOBACCO AND VAPOR E-CIGARETTES

Purpose

To provide a safe, healthy, and productive work environment by regulating the use of smoking, smokeless tobacco, and vapor e-cigarettes on City property and during City operations.

Policy Statement

In order to balance the needs of employees and maintain a professional work environment, the use of smoking, smokeless tobacco, and vapor e-cigarettes is limited as provided in this policy.

Prohibited Areas

The following activities are prohibited:

1. ***Enclosed Facilities and Vehicles***
Smoking and vapor e-cigarette use are prohibited in all enclosed City facilities, City-owned vehicles, and City-owned equipment.
2. ***Building Entrances and Windows***
Smoking and vapor e-cigarette use are prohibited within fifteen (15) feet of building entrances, doors, and operable windows.
3. ***Fueling Areas***
Smoking and vapor e-cigarette use are prohibited in fueling areas for vehicles and equipment and during the fueling of vehicles or equipment in the field.

Permitted Areas and Cleanliness

Where smoking, smokeless tobacco, or vapor e-cigarette use is permitted, such areas shall be maintained in a clean and sanitary condition.

The accumulation of cigarette butts or tobacco waste shall be controlled. Supervisors responsible for areas where tobacco use is permitted shall ensure that these areas remain clean and sanitary.

Smokeless Tobacco Use

Employees using smokeless tobacco shall dispose of waste in an appropriate manner and shall not spit tobacco waste in areas where other employees may walk or work.

Departmental Authority

Department Directors may further restrict or prohibit the use of smoking, smokeless tobacco, or vapor e-cigarettes in areas under their supervision based on operational, safety, or health considerations.

Enforcement

Violations of this policy may result in disciplinary action in accordance with the provisions of this manual.

This policy applies to all employees, contractors, volunteers, and visitors while on City property or engaged in City operations.

Administration

Department Directors are responsible for monitoring compliance within their departments. The City Manager or designee retains final authority to interpret and administer this policy.

Nothing in this policy limits the City Manager's authority to impose Citywide restrictions or temporary prohibitions when operational or safety conditions require.

Nothing in this policy is intended to require active monitoring of employee conduct beyond addressing observed violations.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Supervision and Hiring Policy in Reference to Relatives
Policy #: 1103
Effective: April 2014
Revised: January 2026

SUPERVISION AND HIRING POLICY IN REFERENCE TO RELATIVES

Purpose

To prevent conflicts of interest, favoritism, or the appearance of impropriety in the hiring and supervision of City employees who are related by immediate family.

Policy Statement

No individual shall be appointed or hired to a paid position with the City if the position would involve being directly supervised by a member of the individual's immediate family, as defined in Policy 201 (Definitions).

Employment of Immediate Family Members

Individuals from the same immediate family may be employed by the City in different positions provided that:

- no direct supervisory relationship exists; and
- the employment does not create a conflict of interest or otherwise interfere with the effective operation of the City.

Disclosure

Applicants and employees must disclose any immediate family relationship with another City employee that may affect hiring, assignment, or supervision.

Administration

Department Directors and Human Resources shall review potential employment situations involving immediate family members.

The City Manager or designee shall make the final determination only when a potential supervisory conflict or operational concern is identified under this policy.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Meal and Break Times
Policy #: 1104
Effective: April 2014
Revised: January 2026

MEAL AND BREAK TIMES

Purpose

To establish consistent guidelines for meal and break periods for City employees while maintaining operational efficiency and compliance with applicable wage and hour laws.

Applicability

This policy applies to all City employees. Certain provisions apply specifically to non-exempt employees in accordance with the Fair Labor Standards Act (FLSA).

Meal Periods

An unpaid meal period of up to one (1) hour may be provided during an eight-hour work shift as work schedules permit.

To be unpaid, employees must be completely relieved of duty during the meal period. If an employee is required to perform work during the meal period, the time shall be considered hours worked.

Meal periods shall be scheduled to ensure continuous customer service and operational coverage. Meal periods may not be substituted for time off work unless specifically authorized by the Department Director.

Employees working shift schedules or field assignments may be subject to alternative meal period arrangements based on operational needs.

Break Periods – Non-Exempt Employees

Non-exempt employees may be permitted to take up to two (2) fifteen-minute breaks per workday, one during the first half of the shift and one during the second half, as workloads permit.

Breaks of twenty (20) minutes or less are considered paid time and are counted as hours worked in accordance with FLSA requirements.

During summer months or under extreme working conditions, field personnel may take more frequent rest breaks provided the total break time does not exceed the allowed daily amount and operational needs are met.

Exempt Employees

Exempt employees are expected to manage their work schedules in a professional manner consistent with job responsibilities and operational needs.

Exempt employees do not accrue or track meal or break periods in the same manner as non-exempt employees and are not entitled to additional compensation based on the timing or duration of meal or rest periods.

Nothing in this policy alters the exempt status of any employee under applicable wage and hour laws.

Break Limitations

The following practices are not permitted for non-exempt employees and shall not be used to manipulate work hours or compensation:

- Combining multiple breaks into a single extended break
- Dividing breaks into smaller increments
- Banking breaks for later use
- Using break time to extend meal periods or shorten the workday

Work Areas

Office personnel shall take breaks away from their immediate work area.

Field personnel may take breaks at job sites or City-operated facilities.

Police Department employees shall follow applicable departmental policies governing meal and rest periods.

Responsibility

Employees are responsible for returning from meal and break periods on time and in accordance with departmental expectations.

Administration

Department Directors are responsible for scheduling and enforcing meal and break periods consistent with this policy and operational needs.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of City Vehicles
Policy #: 1105
Effective: April 2014
Revised: January 2026

USE OF CITY VEHICLES

Current language:

Use of City owned vehicles is limited to City business and is subject to the following rules:

- (1) Accidents involving city vehicles must be reported immediately to the local police jurisdiction in which the accident occurs and to the Department Head of the person responsible for the operation of the vehicle.
- (2) No City vehicle will be operated by an Employee who does not have a proper license to operate the vehicle, and the said Employees are required to maintain a proper license.
- (3) No riders or occupants are permitted in City vehicles except those authorized by the Employee's Department Head and no rider will be authorized by any Department Head except if the rider or occupant is in the furtherance or performance of City business.
- (4) It is the operating Employee's responsibility to operate the assigned vehicle in a safe and courteous manner and obey all traffic laws.
It is understood that City vehicles are constantly under observation by the general public and must be operated in a safe manner.
- (6) The Take Home Vehicle Policy is as follows:
 - (a) Only vehicles approved by the City Manager and Department Head will be allowed to be taken home.
 - (b) Moderate personal use will be allowed, provided the use is within the greater Brazosport area and all personal miles are tracked using a monthly mileage report to the City Manager, Department Head, and Finance Director.
 - (c) Civilian riders/passengers will only be allowed in unmarked vehicles. No civilian riders/passengers will be allowed in marked police units unless providing a courtesy transport or motorist assist as part of regular duty to assist the public.
 - (d) Take home vehicle privileges can be removed at anytime without appeal.

The only exceptions or deviations to this policy will be specialized programs or job assignments at which time the distance exception will be agreed upon between the Department Head and the City Manager. Final approval shall be made by the City Manager.

Proposed language (subject to insurance requirements):

Purpose

To establish standards for the safe, lawful, and appropriate use of City-owned vehicles.

Policy Statement

City-owned vehicles are provided for official City business only and shall be operated in a safe, responsible, and professional manner at all times.

Authorized Use

Use of City-owned vehicles is limited to City business and is subject to the following requirements:

- Accidents involving City vehicles must be reported immediately to:
 - the local law enforcement jurisdiction in which the accident occurs; and
 - the operating employee's Department Director or supervisor.
- No City vehicle shall be operated by an employee who does not possess a valid and appropriate driver's license. Employees are responsible for maintaining proper licensure as a condition of operating City vehicles.
- No riders or occupants are permitted in City vehicles except those authorized by the Department Director and only when the rider or occupant is in the furtherance or performance of City business.
- Employees operating City vehicles are responsible for:
 - operating vehicles in a safe and courteous manner; and
 - complying with all applicable traffic laws and regulations.

City vehicles are subject to observation by the general public and shall be operated in a manner that reflects positively on the City at all times.

Take-Home Vehicle Policy

Take-home vehicle privileges are governed as follows:

- Only vehicles approved by the City Manager and Department Director may be taken home.
- Moderate personal use of take-home vehicles is permitted within the greater Brazosport area, provided that:
 - all personal miles are tracked; and
 - a monthly mileage report is submitted to Finance, with copies available to the Department Director and City Manager upon request.
- Civilian riders or passengers are permitted only in unmarked vehicles.
 - Civilian riders are not permitted in marked police units except when providing courtesy transport or motorist assist as part of regular duty to assist the public.
- Revocation may be initiated by the Department Director and approved by the City Manager or designee

Exceptions

Exceptions or deviations from this policy may be granted for specialized programs or job assignments.

Any distance exception shall be agreed upon by the Department Director and City Manager, with final approval by the City Manager.

Administration and Enforcement

Department Directors are responsible for ensuring compliance with this policy within their departments.

Violations of this policy may result in disciplinary action in accordance with the provisions of this manual.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Whistle Blower Act
Policy #: 1106
Effective: April 2014
Revised: January 2026

WHISTLE BLOWER ACT

Purpose

To encourage employees to report violations of law in good faith and to protect employees from retaliation in accordance with the Texas Whistleblower Act.

Policy Statement

The City of Richwood complies with the Texas Whistleblower Act and all other applicable laws regulating the conduct of public employees.

Employees are encouraged to report suspected violations of law without fear of retaliation. The City strictly prohibits retaliation against any employee who, in good faith, reports a violation of law to an appropriate authority.

Protected Activity

Under state law, the City may not suspend, terminate, or otherwise discriminate against a public employee who, in good faith, reports a violation of law by the City or another public employee to an appropriate law enforcement authority.

For purposes of this policy, “law” includes:

- a state or federal statute;
- an ordinance passed by a local governmental body; or
- a rule adopted under a statute or ordinance.

This policy does not apply to complaints regarding personnel grievances, workplace disputes, or policy disagreements that do not involve a violation of law.

Confidentiality

Reports of suspected violations may be made anonymously or on a confidential basis to the extent permitted by law.

Employees should understand that, during the course of an investigation, it may become necessary to disclose the identity of the reporting individual to properly investigate or resolve the matter.

Open Reporting

If an employee reasonably believes that a policy, practice, or activity of the City violates the law, the employee is encouraged to raise concerns with a supervisor, Department Director, Human Resources, or the City Manager so the issue may be addressed promptly.

If the concern is not resolved through informal discussion, the employee should submit a formal complaint as outlined below.

Reporting Violations

An employee shall file a written complaint with the City Manager, the City Secretary/Human Resources, or another appropriate authority, and the appropriate law enforcement authority, within one (1) year of the date the alleged violation occurred.

Handling of Reported Violations

The City Manager or designee shall acknowledge receipt of the complaint within ten (10) business days.

The reporting employee shall be informed of the status of the review or investigation and, if no further action is taken, shall be provided an explanation consistent with applicable law and confidentiality requirements.

Non-Retaliation

Retaliation against an employee for making a good-faith report under this policy is strictly prohibited and may result in disciplinary action, up to and including termination.

Administration

Reports under this policy shall be coordinated through Human Resources to ensure compliance with the Texas Whistleblower Act and confidentiality requirements.

The City Manager may be involved in investigations when required by law or when allegations involve Department Directors or executive employees.

Retaliation claims or appeals may be reviewed by the City Manager as necessary.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Working Relationships
Policy #: 1107
Effective: April 2014
Revised: January 2026

WORKING RELATIONSHIPS

Purpose

To promote a professional, respectful, and productive work environment among City employees.

Policy Statement

Employees are expected to maintain professional working relationships and demonstrate high standards of cooperation, efficiency, and economy in the performance of their duties for the City.

Employee Expectations

All employees are responsible for:

- conducting themselves in a professional manner;
- cooperating with supervisors, coworkers, and the public; and
- performing assigned duties efficiently and responsibly.

Personal conduct, work habits, and productivity are expected to meet established performance standards.

Supervisory Responsibility

Supervisors are responsible for organizing and directing the work of their units to achieve operational objectives.

When an employee's work habits, production, or conduct fall below expected standards, supervisors should address deficiencies promptly and constructively at the time they are observed, consistent with applicable performance management and disciplinary policies.

This policy is intended to support professional expectations and performance coaching and does not replace specific disciplinary, performance evaluation, or harassment policies.

Administration

Department Directors are responsible for ensuring that expectations regarding professional working relationships are communicated and enforced consistently.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Readiness for Duty
Policy #: 1108
Effective: April 2014
Revised: January 2026

READINESS FOR DUTY

Purpose

To ensure that employees are capable of performing the essential functions of their positions in a safe and effective manner.

Policy Statement

When there is a legitimate, job-related concern regarding an employee's ability to perform the essential functions of their position, the City may require the employee to undergo a medical or other appropriate examination, consistent with applicable law.

Medical or Fitness-for-Duty Examinations

Routine fitness-for-duty examinations related to return-to-work or documented performance or safety concerns may be approved at the Department Director level, in coordination with Human Resources.

City Manager approval is required for examinations arising from disciplinary matters, disputes, or non-routine circumstances.

The purpose of any required examination is limited to determining whether the employee is able to perform the essential functions of the position, with or without reasonable accommodation.

Religious Accommodation

Exceptions to medical examinations may be considered on a **case-by-case basis** for employees whose sincerely held religious beliefs, as part of an established faith, conflict with the use of physicians or medical treatment.

Any such exception must be approved by the City Manager or designee and shall be evaluated in accordance with applicable law.

Commercial Driver's License (CDL) Requirements

Religious or other exceptions do not apply to drug and alcohol testing requirements for employees or applicants who:

- hold a Commercial Driver's License (CDL); and
- operate City vehicles with a gross vehicle weight rating or gross combination weight rating of 26,000 pounds or more,

as required under U.S. Department of Transportation (DOT) regulations.

For purposes of DOT drug and alcohol testing, the term “employee” includes applicants for employment, as defined by federal law.

Administration

Human Resources shall provide guidance regarding compliance with the Americans with Disabilities Act (ADA), religious accommodation requirements, and DOT regulations.

The City Manager or designee retains final authority to approve examinations and determine appropriate action under this policy.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Political Activity
Policy #: 1109
Effective: April 2014
Revised: January 2026

POLITICAL ACTIVITY

Purpose

To ensure compliance with applicable law while protecting the rights of City employees to engage in political activity in their personal capacity.

Policy Statement

City employees retain the right to engage in political activity as permitted by law. However, political activity while on duty, in uniform, or using City resources is restricted to preserve public trust, neutrality, and the effective operation of City government.

Prohibited Political Activity While on Duty or in Uniform

While in uniform or on active duty, a City employee may not engage in political activity relating to a campaign for elective office.

For purposes of this policy, “political activity” includes, but is not limited to:

- Making a public political speech supporting or opposing a candidate;
- Distributing political literature related to a candidate or campaign;
- Wearing campaign buttons, apparel, or insignia;
- Circulating or signing a petition for a candidate;
- Soliciting votes for a candidate; or
- Soliciting campaign contributions for a candidate.

Political Activity Using Social Media or Electronic Communications

City employees shall not engage in political activity on behalf of a candidate or political campaign while:

- on duty;
- in uniform; or
- using City-owned devices, email systems, networks, or social media accounts.

Employees may not use official City social media accounts, City email addresses, or City logos to endorse, oppose, or promote a political candidate or campaign.

Permitted Political Activity on Social Media (Off Duty)

While off duty, out of uniform, and using personal devices and personal social media accounts, employees may engage in political activity, including expressing personal political views online, provided that:

- the activity does not imply City endorsement;

- City logos, uniforms, or official titles are not used in a manner that suggests official capacity; and
- the activity otherwise complies with applicable law and City policy.

Political Candidacy by City Employees

The following provisions apply when City employees seek or hold elective office:

- A City employee may seek election to a partisan political office.
If elected or appointed to an office that is clearly inconsistent, incompatible, or in conflict with the employee's City duties, the employee must terminate City employment prior to assuming the elected position.
- A City employee may seek election or appointment to a nonpartisan board or office and, if elected or appointed, may retain City employment, provided that the position is not inconsistent, incompatible, or in conflict with City duties.
- Employees must resign from City employment prior to running for election to the Richwood City Council.

Administration

Department Directors and Human Resources are responsible for providing guidance and monitoring compliance with this policy.

The City Manager may review matters involving Department Directors, executive employees, or appeals and retains final authority when necessary to ensure compliance with applicable law.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Acceptance of Gifts
Policy #: 1110
Effective: April 2014
Revised: January 2026

ACCEPTANCE OF GIFTS

Purpose

To ensure that City employees conduct business in a manner that avoids conflicts of interest, favoritism, or the appearance of impropriety.

Policy Statement

City employees are obligated to place the interests of the City first in all business transactions. Personal interests must not influence, or appear to influence, official decisions.

Decisions involving the purchase of equipment, supplies, or services shall be based solely on legitimate business criteria, including price, quality, performance, reliability, and service.

General Prohibition

The City of Richwood discourages employees from accepting gifts, gratuities, or favors from individuals or entities that do business with, seek to do business with, or are regulated by the City.

Employees should decline any gift that could reasonably be perceived as influencing official actions or creating an obligation.

Prohibited Gifts

The following gifts may not be accepted under any circumstances:

1. ***Monetary Gifts***
Cash, gift cards, checks, or any other item with a cash value.
2. ***Alcohol***
Alcoholic beverages of any kind.
3. ***Obligating Gifts***
Any gift that obligates, or creates the appearance of obligating, the employee to the giver.

Limited Exceptions

The following may be acceptable under limited circumstances, provided no pending business transaction exists between the City and the giver:

- An occasional meal; and
- Expendable or nominal-value items, such as promotional items or tokens of appreciation.

Nominal-value items generally include inexpensive promotional or appreciation items that have minimal resale value and are not provided on a recurring basis.

Employees shall not accept meals, entertainment, or gifts when a business transaction is pending or under consideration.

Appearance of Impropriety

Employees should decline any gift that:

- causes discomfort;
- gives the appearance of impropriety; or
- could reasonably be questioned by the public or coworkers.

When in doubt, employees are encouraged to decline the gift or seek guidance.

Guidance and Administration

Employees with questions regarding the acceptance of a gift should consult their Department Director or Human Resources prior to accepting the item.

Department Directors and Human Resources are responsible for administering and enforcing this policy.

The City Manager may review escalated matters, appeals, or situations involving department directors or executive employees and retains final authority when necessary.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Duty of Employees
Policy #: 1111
Effective: April 2014
Revised: January 2026

DUTY OF EMPLOYEES

Purpose

To establish general expectations for employee conduct, professionalism, and service to the public.

Policy Statement

Employees are expected to render efficient, reliable, and professional service to the City and to comply with all applicable rules, regulations, and policies governing employee conduct.

Professional Conduct

Employees are expected to:

- perform assigned duties in a competent and responsible manner;
- comply with City rules, policies, and lawful directives; and
- interact with members of the public in a courteous, respectful, and professional manner.

Each citizen of the City is entitled to prompt, professional attention to requests, concerns, and inquiries.

Representation of the City

Employees representing the City in an official capacity, whether on duty or off duty, are expected to conduct themselves in a manner that reflects positively on the City and upholds public trust.

Administration

Department Directors are responsible for communicating expectations and addressing performance or conduct issues consistent with applicable performance management and disciplinary policies.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Telephones, Computers and Internet
Policy #: 1112
Effective: April 2014
Revised: January 2026

USE OF TELEPHONES, COMPUTERS AND INTERNET

Purpose

To establish standards for the appropriate use of City communication systems, technology, and electronic resources in order to protect City operations, data security, and public trust.

Policy Statement

City communication systems and technology resources are provided for official City business. Limited and occasional personal use may be permitted as outlined in this policy, provided such use does not interfere with operations, incur additional cost, or violate applicable law or City policy.

Scope

This policy applies to all City employees, contractors, and authorized users and governs the use of:

- City telephones and voicemail systems;
- City-owned or City-funded mobile devices;
- computers, tablets, and peripherals;
- email systems;
- internet access;
- cloud-based applications and storage;
- social media platforms used for City business; and
- any other electronic communication or information systems provided or authorized by the City.

Telephones and Mobile Devices

Employees whose job duties require on-call availability may be required to maintain reliable telephone access as determined by the Department Director.

Personal use of City telephones or mobile devices shall be limited, brief, and infrequent.

Personal calls or messages shall not interfere with job performance or City operations.

City-issued mobile devices and allowances are limited to designated positions approved in accordance with City policy and departmental authorization.

Employees may be held financially responsible for loss, damage, or misuse of City-issued devices beyond normal wear and tear, subject to review in accordance with City policy, insurance requirements, and applicable disciplinary procedures.

Internet and Technology Use

City internet access and technology resources are provided primarily for official City business. Limited personal use may be permitted when all of the following conditions are met:

- the use is brief and infrequent;
- it occurs during authorized break or meal periods;
- it does not interfere with job duties or productivity;
- it does not result in additional cost to the City; and
- it complies with all City policies and applicable law.

Prohibited Use

The following activities are prohibited and may result in disciplinary action:

- Use of City systems for personal business, revenue generation, or outside employment without approval
- Misrepresentation of the City or one's official position
- Accessing, transmitting, or storing content that is unlawful, obscene, pornographic, threatening, harassing, discriminatory, or otherwise inappropriate
- Unauthorized disclosure of confidential, sensitive, or protected information
- Circumventing security controls or attempting to compromise City systems
- Introducing malware, viruses, or malicious code
- Operating unauthorized servers, applications, or network services
- Excessive personal use that interferes with job performance
- Use of social media platforms that are not authorized for City business while on duty, except as required by job duties

Email and Electronic Communications

City email accounts are to be used primarily for City business. Limited personal use is permitted but should be minimal and professional.

Employees should not send or forward messages that could negatively impact the City's reputation, including non-work-related mass emails, inappropriate content, or chain messages. Employees should have no expectation of privacy when using City communication systems. Use of City systems constitutes consent to monitoring, access, and review, as permitted by law.

Social Media and Online Platforms

Only authorized employees may use official City social media accounts or online platforms on behalf of the City.

Employees shall not use City logos, uniforms, titles, or official accounts to express personal opinions or political views.

Personal social media use while on duty shall be limited and must not interfere with job duties or City operations.

Cybersecurity and System Security

Employees are responsible for safeguarding City technology and data, including:

- securing devices when unattended;
- using strong authentication methods;
- following approved software and download procedures; and
- promptly reporting suspected security incidents or data breaches.

Records Retention and Public Information

Electronic communications and records, including email and digital files, are subject to the City's Records Management Program and applicable records retention schedules.

Employees shall manage electronic records in accordance with state law and City policy, including requirements under the Texas Public Information Act.

Administration and Enforcement

Department Directors are responsible for ensuring employee compliance with this policy within their departments, in coordination with Information Technology and Human Resources.

This policy shall be interpreted and enforced in a consistent manner in accordance with City policy, applicable law, and established disciplinary procedures.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Dress Code/Personal Appearance
Policy #: 1113
Effective: April 2014
Revised: January 2026

DRESS CODE/PERSONAL APPEARANCE

Purpose

To promote a professional, respectful, and functional work environment while recognizing modern business-casual workplace standards and operational needs.

Policy Statement

City employees are expected to maintain a neat, clean, and professional appearance appropriate to their job duties, work environment, and interactions with the public.

The City supports a business casual work environment while maintaining the expectation that employees dress more professionally when circumstances require, such as meetings, court appearances, public events, or City Council functions.

General Appearance Standards

Employees shall:

- maintain good personal hygiene and grooming;
- wear clothing that is clean, in good condition, and appropriate for the work being performed; and
- present a professional appearance that reflects positively on the City.

Clothing or appearance that materially interferes with job performance, safety, or the employee's ability to effectively represent the City may be addressed by supervision.

Business Casual Attire

Unless otherwise required by job duties or departmental guidelines, business casual attire is acceptable for City employees.

Business casual attire may include, but is not limited to:

- slacks, khakis, or similar professional pants;
- jeans that are clean, neat, and free of rips, holes, or fraying;
- polo shirts, collared shirts, blouses, or professional tops;
- sweaters, cardigans, jackets, or blazers;
- skirts or dresses of appropriate length;
- closed-toe shoes, dress shoes, or clean athletic-style shoes where appropriate;
- professional sandals or dress footwear.

The City no longer designates specific “casual days.” Professional judgment should be exercised at all times.

Department Directors

Department Directors are authorized to wear business casual attire, including jeans on a daily basis, consistent with this policy.

Department Directors are expected to exercise professional judgment and dress more formally when attending meetings, public-facing events, court proceedings, or City Council functions, or when otherwise representing the City in a formal capacity.

Unacceptable Attire

The following attire is generally not appropriate for the workplace unless specifically authorized for operational reasons:

- shorts;
- flip-flops or beach sandals;
- sleepwear or pajama-style clothing;
- athletic or gym clothing not related to job duties;
- clothing that is excessively revealing, torn, or offensive;
- clothing displaying inappropriate language, imagery, or graphics.

Departmental and Operational Requirements

Certain positions may require uniforms, safety gear, or job-specific dress standards.

Department Directors may adopt more specific or restrictive dress requirements based on safety, operational needs, or public interaction, provided they are applied consistently and fairly.

Uniformed Personnel

Employees issued City uniforms are required to wear them as directed.

Uniform standards, grooming requirements, and safety rules for uniformed personnel remain governed by departmental policy and operational guidelines. Uniforms are City property and must be returned upon separation from employment.

Accommodations

Reasonable accommodations related to dress or appearance may be requested for religious, medical, or other legally protected reasons.

Requests should be submitted to the employee’s supervisor or Human Resources and will be evaluated in accordance with applicable law and City policy.

Human Resources shall provide guidance to ensure consistency and legal compliance.

Administration

Immediate supervisors and Department Directors are responsible for applying this policy fairly, consistently, and without favoritism or discrimination.

Any concerns regarding attire should be addressed respectfully and privately.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Violence in the Workplace
Policy #: 1114
Effective: April 2014
Revised: January 2026

VIOLENCE IN THE WORKPLACE

Purpose

To provide a safe and secure work environment for all employees, visitors, and members of the public by preventing, addressing, and responding to threats, harassment, or acts of violence in the workplace.

Policy Statement

The City of Richwood has a zero-tolerance policy for workplace violence. Threats, threatening behavior, harassment, intimidation, or acts of violence directed at employees, officials, visitors, or the public will not be tolerated on City property, at City facilities, during City business, or at City-sponsored events.

Violations of this policy may result in disciplinary action up to and including termination and may also result in referral to law enforcement for criminal prosecution.

Prohibited Conduct

Workplace violence includes, but is not limited to:

- verbal or written threats of harm;
- intimidating, harassing, or abusive behavior;
- physical assault or attempted assault;
- possession or use of weapons in violation of law or City policy; and
- any behavior that creates a reasonable fear for personal safety.

Reporting Responsibilities

All employees are responsible for promptly reporting:

- threats they receive or witness;
- threatening or violent behavior; or
- conduct that they reasonably believe could endanger the safety of any person.

Reports should be made to a supervisor, Department Director, Human Resources, or the City Manager, as appropriate. Employees should report concerns regardless of the relationship between the parties involved.

The City will treat all reports as confidentially as possible, consistent with the need to investigate and respond appropriately.

Immediate or Emergency Situations

Employees who encounter an armed, violent, or potentially dangerous individual should:

- not attempt to confront, challenge, or disarm the individual;
- prioritize personal safety and the safety of others;
- notify a supervisor if it can be done safely; and
- contact law enforcement or emergency services when appropriate.

Employees should follow emergency response procedures and cooperate with responding authorities.

Response and Investigation

Any individual who makes threats, exhibits threatening behavior, or engages in acts of violence may be removed from City premises immediately, by authorized City personnel, as safety permits, and restricted from returning pending investigation.

Following investigation, the City will take appropriate action, which may include:

- reassignment of duties;
- suspension or termination of employment;
- termination of business relationships;
- issuance of trespass notices; and/or
- referral for criminal prosecution.

Non-Retaliation

Retaliation against any employee who reports workplace violence or participates in an investigation in good faith is strictly prohibited and may result in disciplinary action.

Administration

Department Directors are responsible for promoting awareness of this policy and responding promptly to reported concerns.

Human Resources shall coordinate investigations, documentation, and response actions related to reported threats or workplace violence, in coordination with Department Directors and law enforcement when appropriate.

The City Manager or designee retains final authority over disciplinary action, termination decisions, and facility access restrictions consistent with City policy.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Harassment
Policy #: 1115
Effective: April 2014
Revised: January 2026

HARASSMENT

Purpose

To maintain a workplace that fosters mutual respect, professionalism, and productive working relationships, and to prohibit harassment or discrimination in any form.

Policy Statement

The City of Richwood is committed to maintaining a workplace free from harassment, discrimination, and retaliation. Harassment or discrimination in any form undermines the integrity of the employment relationship and will not be tolerated.

This policy applies to all employees, elected officials, contractors, volunteers, applicants, and any individual who interacts with City employees in the course of City business.

Prohibited Conduct

Harassment or discrimination based on a legally protected characteristic is prohibited. Protected characteristics include, but are not limited to:

- race or color
- religion
- sex, gender, gender identity, or sexual orientation
- national origin or ethnicity
- age
- disability
- genetic information
- any other status protected by applicable law

Harassment may occur between employees, between supervisors and employees, or between employees and non-employees (including vendors, contractors, or members of the public).

Definition of Harassment

Harassment is unwelcome conduct, whether verbal, physical, visual, or electronic, when such conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- unreasonably interferes with an individual's work performance; or
- adversely affects an individual's employment opportunities.

Harassment does not need to rise to the level of illegal conduct to violate this policy.

Sexual Harassment

Sexual harassment includes, but is not limited to:

- unwelcome sexual advances or propositions;
- requests for sexual favors;
- verbal, visual, or physical conduct of a sexual nature; or
- offensive comments, jokes, gestures, or displays of a sexual nature

Sexual harassment occurs when:

1. submission to such conduct is made a term or condition of employment;
2. submission to or rejection of such conduct is used as the basis for employment decisions;
or
3. conduct creates an intimidating, hostile, or offensive working environment.

Reporting Harassment or Discrimination

Employees who experience or witness harassment or discrimination are encouraged to report the conduct promptly.

Reports may be made to:

- an immediate supervisor;
- a Department Director;
- Human Resources; or
- the City Manager.

Employees are not required to report to a supervisor who is the subject of the complaint.

Investigation and Response

All reports will be taken seriously and investigated promptly, thoroughly, and as confidentially as possible.

The City will take appropriate corrective action based on the findings of the investigation, which may include disciplinary action up to and including termination of employment.

Non-Retaliation

Retaliation against any individual who reports harassment or discrimination, participates in an investigation, or opposes unlawful conduct in good faith is strictly prohibited.

Retaliation is a separate violation of this policy and may result in disciplinary action.

False Reports

Knowingly making a false or malicious complaint may result in disciplinary action. However, a report made in good faith that is not substantiated will not result in discipline.

Administration

Department Directors are responsible for promoting awareness of this policy and ensuring it is applied consistently within their departments.

Human Resources is responsible for interpreting this policy, coordinating investigations, providing guidance to supervisors and employees, and ensuring compliance with applicable law.

The City Manager or designee retains final authority over disciplinary action and employment decisions arising from substantiated violations of this policy.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Administrative Procedures for Harassment
Policy #: 1116
Effective: April 2014
Revised: January 2026

ADMINISTRATIVE PROCEDURES FOR HARASSMENT

Purpose

To establish clear procedures for reporting, investigating, and resolving complaints of harassment or discrimination in a prompt, fair, and confidential manner.

Applicability

This policy applies to all complaints of harassment or discrimination as defined in Policy 1115 (Harassment and Discrimination), including conduct based on religion, race, ethnicity, national origin, sex, or any other legally protected characteristic.

Supervisory Responsibility

Supervisors and Department Directors are responsible for maintaining a work environment free from harassment and discrimination.

This responsibility includes:

- communicating and enforcing harassment policies;
- taking all complaints seriously; and
- ensuring employees understand that they are not required to endure insulting, degrading, exploitative, or abusive treatment.

Reporting Procedures

Any employee who believes they have been subjected to harassment or discrimination, or who witnesses such conduct, should report the matter as soon as possible.

Reports may be made in writing or verbally to:

- the employee's immediate supervisor;
- a Department Director;
- Human Resources; or
- the City Manager or designee.

An employee is not required to report to a supervisor who is the subject of the complaint and may bypass the normal chain of command if they are uncomfortable doing so.

Investigation Process

Human Resources shall ensure that all complaints of harassment or discrimination are investigated promptly and thoroughly, in coordination with appropriate Department Directors as needed.

The City Manager or designee shall be notified of substantiated findings and shall retain authority over final disciplinary decisions consistent with City policy.

Investigations will be conducted based on the totality of the circumstances, including:

- the nature of the alleged conduct;
- the context in which the conduct occurred; and
- the credibility of the information provided.

If an allegation involves sexual assault or other potentially criminal conduct, the investigation shall be coordinated with the City of Richwood Police Department, as appropriate.

Corrective and Disciplinary Action

If harassment or discrimination is determined to have occurred, the City shall take prompt and appropriate corrective action, which may include disciplinary measures up to and including termination of employment.

Disciplinary action shall be proportionate to the severity and nature of the conduct.

Confidentiality

All complaints and investigations will be handled in a manner that protects confidentiality to the extent possible.

Employees are expected to cooperate in investigations and maintain confidentiality. Breaches of confidentiality may result in disciplinary action.

Confidentiality requirements shall not be interpreted to prevent employees from reporting concerns, cooperating in investigations, or exercising rights protected by law.

Non-Retaliation

Retaliation against any employee who reports harassment or discrimination in good faith, participates in an investigation, or opposes unlawful conduct is strictly prohibited.

Any act of retaliation is a separate violation of City policy and may result in disciplinary action.

Escalation of Complaints

If an employee believes their complaint has not been properly addressed at the departmental or Human Resources level or cannot be appropriately handled within the department due to conflicts of interest, the employee may submit the complaint directly to the City Manager or designee.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Grievance in Reference to Non-Disciplinary Action Taken
Policy #: 1117
Effective: April 2014
Revised: January 2026

GRIEVANCE IN REFERENCE TO NON-DISCIPLINARY ACTION TAKEN

Purpose

To provide employees with a fair, orderly, and consistent process for resolving work-related grievances in a timely manner.

Policy Statement

The City of Richwood encourages employees to resolve concerns at the lowest possible supervisory level. When informal resolution is not successful or appropriate, employees may use the grievance procedure outlined in this policy.

This grievance procedure is intended to address concerns related to working conditions, supervision, policy application, or other employment-related matters that do not fall under separate statutory or policy-driven procedures.

Matters Not Covered

This grievance procedure does not apply to:

- complaints of harassment or discrimination (see Policies 1115 and 1116);
- whistleblower complaints (see Policy 1106);
- disciplinary actions where an appeal process is otherwise provided by law or policy; or
- matters governed by contract, statute, or collective bargaining agreement.

Definition of Grievance

A grievance is a work-related concern or complaint regarding the interpretation, application, or enforcement of City policies, procedures, rules, or supervisory practices.

Grievance Procedure

Step 1 – Informal Resolution

An employee should first discuss the grievance with their immediate supervisor as soon as practicable after the issue arises.

Supervisors are expected to listen to concerns and attempt to resolve issues promptly and informally.

Step 2 – Department Director Review

If the grievance is not resolved at Step 1, the employee may submit a written grievance to their Department Director.

The Department Director shall review the grievance, meet with the employee as appropriate, and provide a written response within a reasonable period of time.

Step 3 – City Manager Review

If the grievance is not resolved at Step 2, the employee may submit the grievance in writing to the City Manager or designee.

The City Manager or designee shall review the grievance, conduct any additional inquiry deemed necessary, and issue a written determination.

The determination of the City Manager or designee shall be final with respect to this non-disciplinary grievance process.

Confidentiality

Grievances and related investigations will be handled as confidentially as possible, consistent with the need to conduct a thorough review and comply with applicable law.

Employees involved in the grievance process are expected to maintain confidentiality.

Non-Retaliation

Retaliation against any employee for filing a grievance or participating in the grievance process in good faith is strictly prohibited.

Any act of retaliation is a separate violation of City policy and may result in disciplinary action.

Administration

Human Resources is responsible for administering this grievance procedure, including providing guidance on policy application, coordinating reviews, maintaining grievance records, and ensuring consistency and compliance with applicable law.

Department Directors and supervisors are responsible for informing employees of this procedure and participating in good-faith resolution efforts at the appropriate level.

The City Manager or designee serves as the final level of review for non-disciplinary grievances under this policy.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Social Media Policy
Policy #: 1118
Effective: January 2026
Revised:

SOCIAL MEDIA POLICY

Purpose

To establish standards for the appropriate use of social media and online communication platforms by City employees and departments in order to support City operations, protect public trust, and comply with applicable law.

Policy Statement

The City of Richwood recognizes that social media and online platforms are important tools for communication and public engagement. When used appropriately, these tools can enhance transparency and community interaction.

This policy governs:

- official City social media accounts and content; and
- employee use of social media when acting in an official capacity or when such use impacts City operations.

Official City Social Media Accounts

All official City social media accounts:

- must be approved by the City Manager;
- shall be created and maintained using approved City platforms and tools; and
- shall be administered by the City Secretary or designee, which may include trained department staff or volunteers designated by the Department Director.

All administrators and moderators must receive training on this policy and applicable public information and records retention requirements.

Legal Compliance and Records Management

City social media content is subject to:

- the Texas Public Information Act;
- applicable records retention schedules; and
- e-discovery requirements.

Social media content must be capable of being managed, retained, and retrieved in accordance with law.

Official City social media accounts shall clearly indicate that posted content and comments are subject to public disclosure.

Content Standards and Moderation

Each official City social media account shall include an introductory statement specifying:

- the purpose of the account; and
- the topical scope of discussion.

The City reserves the right to restrict or remove content that violates this policy or applicable law.

Prohibited Content

Content containing any of the following shall not be permitted on official City social media platforms:

- comments not related to the stated purpose or topic of the account;
- profanity or obscene material;
- content that promotes or perpetuates discrimination or harassment;
- sexual content or links to sexual content;
- commercial solicitations;
- conduct or encouragement of illegal activity;
- information that compromises public safety or City systems; or
- content that violates intellectual property or legal ownership rights.

Content removed or restricted shall be retained in accordance with records retention requirements, along with documentation of the reason for removal.

Employee Use of Social Media

Employees representing the City through social media must conduct themselves in a professional manner and in accordance with all City policies.

Only authorized employees may post on behalf of the City using official City accounts.

Employees shall not:

- use City logos, titles, or official accounts to express personal opinions;
- disclose confidential or protected information; or
- misrepresent City positions or policies.

Personal Social Media Use

Employees retain the right to engage in personal social media activity while off duty and using personal devices.

When an employee identifies themselves as a City employee or discusses City-related matters on personal accounts, the employee should make it clear they are speaking in a personal capacity and not on behalf of the City.

Use of disclaimers does not shield employees from discipline if conduct violates City policy or disrupts City operations.

On-Duty and City Resource Use

Personal social media use while on duty or using City systems shall be limited and must not interfere with job performance or City operations.

Excessive personal social media use during work hours may result in corrective action.

Discipline

Violations of this proposed policy may result in disciplinary action, up to and including termination, consistent with applicable law and City policy.

Administration

The City Secretary is responsible for administering official City social media accounts, including coordination of account creation, moderator designation, records retention compliance, and public information requirements.

Human Resources shall provide guidance regarding employee conduct, policy interpretation, and disciplinary coordination related to social media use.

Department Directors are responsible for ensuring compliance with this policy within their departments and for designating authorized employees to manage or contribute to official City social media accounts, subject to required training.

Approval for the creation of official City social media accounts rests with the City Manager or designee.

Editor's notes:

- ❖ Modernized to reflect 2026 social media and online communication standards
- ❖ Narrowed scope to avoid First Amendment overreach
- ❖ Clearly separated:
 - official City accounts, and
 - employee personal social media use
- ❖ Removed outdated platform references and rigid technical constraints
- ❖ Clarified records retention and public information obligations
- ❖ Preserved City control over official messaging without restricting lawful off-duty speech

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Drug and Alcohol Policy
Policy #: 1201
Effective: April 2014
Revised: January 2026

DRUG AND ALCOHOL POLICY

Purpose

To maintain a safe, healthy, and productive work environment by preventing the misuse of drugs and alcohol and ensuring employees are fit for duty while performing City business.

Policy Statement

The City of Richwood is committed to maintaining a drug- and alcohol-free workplace. Employees are prohibited from engaging in conduct that impairs their ability to perform job duties safely and effectively.

The City also recognizes substance abuse as a treatable condition and supports education, prevention, and access to available assistance resources.

Applicability

This policy applies to all City employees, including full-time, part-time, temporary, and seasonal employees, regardless of rank or position.

Prohibited Conduct

Employees are prohibited from:

- using, possessing, selling, distributing, or being under the influence of alcohol or illegal drugs while on duty, on City property, in City vehicles, or while conducting City business;
- reporting to work in an impaired condition;
- misusing prescription or over-the-counter medication in a manner that impairs job performance;
- tampering with, adulterating, or attempting to interfere with drug or alcohol testing; or
- refusing to submit to required testing as outlined in this policy.

Legal Substances and Medications

Employees taking prescription or over-the-counter medications that may impair their ability to safely perform job duties must notify their Department Director or supervisor, as appropriate. Medical information will be handled confidentially and shared only on a need-to-know basis consistent with applicable law.

Cannabis / Marijuana

Marijuana remains illegal under federal law and under Texas law for most uses.

The use, possession, or impairment from marijuana or cannabis products while on duty, on City property, or while conducting City business is prohibited, regardless of state-level legalization in other jurisdictions.

Testing Circumstances

Drug and alcohol testing may be required under the following circumstances:

- pre-employment testing for designated safety-sensitive positions;
- reasonable suspicion of impairment;
- post-accident or post-incident testing when job-related factors warrant;
- return-to-duty or follow-up testing when required as part of a corrective action plan.

All testing shall be conducted in accordance with applicable federal and state standards and by certified testing providers.

All testing decisions must be job-related, based on legitimate safety or operational concerns, and consistent with applicable law.

Reasonable Suspicion

Reasonable suspicion must be based on specific, objective observations, which may include appearance, behavior, speech, or job performance.

Whenever practicable, reasonable suspicion determinations should be confirmed by more than one supervisor or manager.

Reasonable suspicion observations shall be documented contemporaneously.

Fitness for Duty

When reasonable grounds exist to believe an employee is not fit for duty due to impairment or medical condition, the City may require a fitness-for-duty evaluation, which may include drug or alcohol testing, consistent with applicable law.

Fitness-for-duty evaluations shall be limited to determining the employee's ability to perform essential job functions and shall not seek unrelated medical information.

Searches

The City reserves the right to conduct searches of City property and workspaces assigned to employees when there is reasonable cause to believe a policy violation has occurred.

Searches of an employee's person or personal property will be conducted only when legally permissible and, when required, by law enforcement.

Nothing in this policy authorizes searches in violation of constitutional or statutory protections.

Employee Assistance

The City encourages employees who may be experiencing substance-related issues to seek assistance through available employee assistance or treatment resources.

Voluntary requests for assistance, made prior to policy violations or testing requirements, will not in themselves be grounds for discipline.

Seeking assistance does not excuse policy violations that have already occurred or prevent required testing

Discipline

Violations of this policy may result in disciplinary action up to and including termination, depending on the severity of the violation, the employee's position, and the circumstances involved.

Disciplinary decisions will be made on a case-by-case basis and in accordance with applicable law and City policy.

Disciplinary action will be determined based on the totality of circumstances, including the nature of the violation, safety impact, employee position, and prior conduct.

Training

Supervisors will receive training on recognizing signs of impairment, reasonable suspicion standards, and proper policy enforcement.

Employees will be provided information regarding this policy and available assistance resources.

Administration

Human Resources (or the employee performing those duties) is responsible for administering this policy, including coordinating drug and alcohol testing, maintaining related records, and ensuring confidentiality and compliance with applicable law.

Department Directors and supervisors are responsible for:

- reporting incidents and concerns promptly;
- documenting reasonable suspicion observations; and
- ensuring employees comply with testing and fitness-for-duty directives as required.

The City Manager or designee retains final authority regarding:

- approval of testing determinations in contested or high-risk situations; and
- final disciplinary decisions consistent with City policy and applicable law.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Employee Assistance Program
Policy #: 1202
Effective: April 2014
Revised: January 2026

EMPLOYEE ASSISTANCE PROGRAM

Purpose

To support employee well-being and job performance by providing access to confidential assessment, referral, and support services for personal or work-related concerns.

Policy Statement

The City of Richwood may provide employees and their eligible family members access to an Employee Assistance Program (EAP) offering confidential professional assessment, referral, and support services.

The EAP is designed to assist with concerns that may adversely affect job performance, including but not limited to substance use, emotional stress, family issues, financial concerns, or other personal matters.

Participation in the EAP is intended to support employees and does not replace established performance expectations or corrective action processes.

Confidentiality

Participation in the EAP is confidential to the maximum extent permitted by law.

Information related to EAP participation, assessment, or treatment shall not be disclosed to the City except as authorized by the employee or as otherwise required by law.

Supervisors and the City will not receive diagnostic, treatment, or medical information through the EAP.

Costs of Treatment

While the City may provide access to EAP assessment and referral services, the cost of any treatment, counseling, or rehabilitation services resulting from an EAP referral is the responsibility of the employee, subject to applicable insurance coverage or benefits.

Supervisor Referral

When documented job performance issues or workplace concerns have been observed, a supervisor may recommend participation in the EAP.

Any supervisory action shall be based solely on job performance, conduct, or safety concerns, not on assumptions regarding medical conditions or substance use.

If a supervisor referral is made, the employee may be asked to sign a limited release of information, if available, allowing the EAP to confirm participation or completion of a recommended program. Refusal to participate or failure to complete a recommended program may be documented. Any subsequent corrective action shall be based on continued performance, conduct, or safety issues, not solely on refusal to participate in the EAP.

If job performance does not improve within a reasonable period of time, the employee may be subject to corrective action in accordance with City policy, up to and including termination of employment.

Supervisors shall not require disclosure of medical diagnoses, treatment details, or counseling information.

Self-Referral

Employees and eligible family members are strongly encouraged to seek assistance through the EAP on a voluntary basis.

Self-referral is confidential and does not, by itself, result in disciplinary action. While participation in an EAP does not exempt an employee from performance standards or corrective action, it may be considered when determining appropriate timelines or responses.

Use of Leave

EAP-related appointments shall be treated in the same manner as other personal or medical matters for purposes of leave usage.

- Sick leave may be used as appropriate.
- Other leave must be requested and approved in advance, consistent with City policy.

Nothing in this policy alters employee rights under applicable medical or family leave laws.

Coordination with Other Policies

This policy operates in conjunction with, but does not replace:

- Policy 1201 – Drug and Alcohol Policy
- Policy 1108 – Readiness for Duty
- Policy 1117 – Grievance Procedure
- applicable leave and corrective action policies

Administration

Human Resources, in coordination with the City Manager or designee is responsible for administering this policy and coordinating EAP access.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Coordination with Law Enforcement Agencies
Policy #: 1203
Effective: April 2014
Revised: January 2026

COORDINATION WITH LAW ENFORCEMENT AGENCIES

Purpose

To establish standards for coordination with law enforcement agencies when illegal drug activity or related criminal conduct is suspected in connection with City operations or property.

Policy Statement

The City of Richwood will cooperate with law enforcement agencies as required by law when criminal activity is suspected based on credible information or lawful observation. Coordination with law enforcement shall be conducted in a manner that protects public safety, respects employee rights, and complies with applicable federal and state law.

Illegal Drugs and Criminal Activity

The sale, manufacture, distribution, possession, or use of illegal drugs or drug paraphernalia is prohibited and may constitute a violation of law and City policy.

When credible information exists indicating potential criminal activity involving illegal drugs in connection with City property, vehicles, or operations, the City may refer the matter to appropriate law enforcement authorities.

Searches and Seizures

The City may conduct searches of City-owned property, including vehicles, lockers, desks, or workspaces assigned to employees consistent with established City search and inspection policies, when there is reasonable suspicion that a violation of City policy or law has occurred.

Searches of an employee's person or personal property shall not be conducted by the City and shall be handled by law enforcement when legally permissible.

All searches shall be conducted in a reasonable manner and consistent with applicable constitutional and statutory requirements.

Coordination with Law Enforcement

When law enforcement involvement is appropriate, the City may:

- provide information lawfully obtained during administrative investigations conducted for workplace or safety purposes and not at the direction of law enforcement;
- secure and preserve evidence located on City property; and
- cooperate with lawful requests, subpoenas, or warrants.

Any illegal drugs or contraband discovered on City property during a lawful administrative search shall be turned over to law enforcement in accordance with applicable law.

Employee Cooperation

Employees are expected to comply with lawful directives related to workplace safety and City policy enforcement.

Nothing in this policy requires an employee to waive constitutional or statutory rights, including the right to counsel or protections against self-incrimination, when interacting with law enforcement.

Nothing in this policy requires an employee to participate in a criminal investigation as a condition of employment.

Administration

Human Resources, in coordination with the City Manager or designee and legal counsel as appropriate, is responsible for determining when law enforcement coordination is necessary and ensuring compliance with this policy.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Hours of Work/Attendance/Tardiness
Policy #: 1301
Effective: April 2014
Revised: January 2026

HOURS OF WORK/ATTENDANCE/TARDINESS

Purpose

To establish general expectations regarding work hours, attendance, and punctuality for City employees while allowing flexibility based on operational needs.

Policy Statement

Regular attendance and punctuality are essential to the efficient operation of City services. Employees are expected to report to work as scheduled and remain at work during assigned hours unless prior approval is granted.

Work Schedules

Standard work schedules for City positions are established by Department Directors based on operational needs.

Unless otherwise designated, a standard administrative work schedule may consist of a five-day work week, Monday through Friday, during normal business hours. Alternative schedules may be approved by the Department Director and, when required by policy or operational impact, the City Manager or designee, when such schedules are in the best interest of the City.

Work schedules may vary by department, position, or assignment.

Lunch Periods and Office Hours

The City is not required to remain open during employee lunch periods.

The determination of whether City offices remain open, operate on reduced staffing, or close during lunch periods shall be made by Department Directors, subject to City Manager direction when necessary, based on operational needs and service considerations.

Department Directors shall ensure employees are informed of applicable lunch period schedules and any office closures.

Non-Exempt Employees

Non-exempt employees are expected to:

- report to work at their assigned start time;
- remain on duty until the assigned end time; and
- comply with approved break and meal periods.

Non-exempt employees may not work outside of their assigned schedule without prior authorization, including working through lunch periods or outside normal hours, consistent with overtime and compensatory time policies.

Exempt Employees

Exempt employees are expected to work the hours necessary to fulfill the responsibilities of their position and to meet operational needs.

Exempt employees are not subject to a fixed daily schedule but are expected to:

- maintain regular and reliable attendance;
- be available during core business hours as required; and
- adjust their schedules as necessary to attend meetings, address operational issues, or respond to City needs.

Exempt employees are expected to maintain regular and reliable attendance and to be available during core business hours as required by their position.

Concerns regarding an exempt employee's availability or responsiveness shall be addressed through performance management rather than time-based discipline.

Attendance and Early Departure

Employees shall be at their assigned work location in accordance with their approved schedule unless prior approval for an alternative schedule, late arrival, or early departure has been granted by the employee's supervisor, consistent with departmental procedures.

Tardiness

An employee who reports to work late without prior approval must notify their supervisor or Department Director as soon as practicable and provide the reason for the tardiness.

Frequent or unexcused tardiness may result in corrective or disciplinary action based on the frequency, impact on operations, and prior counseling, in accordance with City policy.

Administration

Department Directors are responsible for establishing and communicating work schedules and attendance expectations within their departments.

The City Manager or designee retains final authority regarding citywide office hours, lunch period operations, and attendance standards when required.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Inclement Weather
Policy #: 1302
Effective: April 2014
Revised: January 2026

INCLEMENT WEATHER

Purpose

To establish expectations and procedures regarding employee attendance and City operations during periods of inclement weather or emergency conditions while prioritizing employee safety and continuity of essential services.

Policy Statement

The City of Richwood provides essential public services and may continue operations during periods of inclement weather or emergency conditions. Employees are expected to make reasonable efforts to report to work when safe to do so.

Employee safety is a primary consideration, and no employee is expected to report to work when doing so would place them at unreasonable risk.

Authority to Close or Modify Operations

The City Manager or designee has sole authority to:

- close City offices;
- modify operating hours;
- implement reduced staffing; or
- otherwise adjust City operations due to inclement weather or emergency conditions.

Employees should not assume that City offices or operations are closed unless official notice is provided.

Employee Responsibilities

If inclement weather or emergency conditions may prevent an employee from reporting to work or arriving on time, the employee must notify their supervisor or Department Director as soon as practicable.

Employees who determine that travel is unsafe shall not be disciplined for failing to report to work, provided appropriate notification is given and the determination is based on reasonable safety concerns.

Leave Usage

When City offices remain open and an employee is unable to report to work due to inclement weather:

- the absence may be charged to available leave balances, or
- if no leave is available, the absence may be treated as leave without pay, consistent with City policy.

When City offices are closed by the City Manager, employee absence for that period shall be recorded as approved paid administrative leave for employees who were scheduled to work. Employees who are already on an approved leave status during a closure may not substitute administrative leave for the leave previously approved.

When City operations are delayed, closed early, or modified for part of a workday, leave usage and compensation shall be handled in accordance with applicable wage and hour laws and City policy.

Exempt and Non-Exempt Employees

Non-exempt employees shall be compensated in accordance with applicable wage and hour laws for hours worked during inclement weather events.

Exempt employees may be required to work outside normal schedules during emergency conditions, as reasonably necessary to meet operational needs.

Emergency Events and Evacuations

In the event of a declared emergency requiring evacuation (such as hurricanes or other natural disasters), non-emergency personnel are expected to return to work within a reasonable period following the official all-clear notice, as determined by the City Manager or designee.

Return timelines may be adjusted based on operational needs, safety considerations, or infrastructure conditions.

Administration

Department Directors are responsible for communicating expectations to employees during inclement weather or emergency events.

The City Manager or designee retains final authority for interpretation and implementation of this policy.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: On Call and Call Back
Policy #: 1304
Effective: April 2014
Revised: January 2026

ON-CALL AND CALL-BACK

Purpose

To ensure the City's ability to respond to after-hours operational needs while providing clear expectations and compensation standards for employees designated as on-call or subject to call-back.

Policy Statement

Certain City operations may require employees to be available outside of normal working hours. When operational needs require on-call coverage or call-back service, this policy establishes expectations and compensation standards consistent with applicable wage and hour laws.

Applicability

This policy applies to non-exempt employees who are designated as on-call or subject to call-back.

Exempt employees are addressed separately under this policy.

On-Call Designation

Employees may be designated as on-call only when scheduled and approved by the employee's supervisor or Department Director.

On-call schedules, duration, and response expectations shall be determined by the Department Director based on operational needs. There is no requirement that on-call periods follow a fixed 24-hour or calendar-day structure.

On-Call Responsibilities (Non-Exempt Employees)

An employee who is on-call:

- may engage in personal activities;
- must remain reachable by phone or other designated means; and
- must respond within reasonable guidelines established by the Department Director.

Response expectations shall not be so restrictive as to prevent meaningful personal use of on-call time. On-call time is not considered time worked and is not compensable, provided the employee is free to use the time for personal purposes and is not unduly restricted.

Employees designated as on-call must remain in a condition suitable to respond to emergencies. Alcohol or other substances that would impair the employee's ability to respond safely and effectively may not be consumed while on-call.

Call-Back

A call-back occurs when a non-exempt employee is required to return to work outside of their regularly scheduled hours, including on a day off or holiday, at the direction of a supervisor.

Call-Back Compensation (Non-Exempt Employees)

Non-exempt employees who are called back to work shall be:

- compensated for all time worked; and
- guaranteed a minimum of four (4) hours of pay for each call-back event.

If multiple work assignments occur during the initial four-hour call-back period, compensation shall be based on actual hours worked, up to the four-hour minimum. If the employee completes the work, returns home, and is subsequently called back again, a new two (2) hour minimum shall apply for each additional call-back. All call-back time shall be compensated in accordance with applicable overtime and compensatory time policies.

Call-back minimums apply to pay calculation only and do not alter overtime eligibility, which shall be determined in accordance with applicable overtime and compensatory time policies.

Exempt Employees

Employees classified as exempt from overtime are not eligible for on-call or call-back compensation under this policy.

Expectations for after-hours response by exempt employees shall be reasonable and consistent with the nature of the position and operational needs.

Department-Specific Rules

Departments with unique operational needs, including the Police Department, may establish supplemental on-call or call-back procedures consistent with this policy and applicable law.

Administration

Department Directors are responsible for day-to-day administration of on-call assignments.

The City Manager or designee retains final authority for interpretation of this policy.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Absent Without Leave
Policy #: 1305
Effective: April 2014
Revised: January 2026

ABSENT WITHOUT LEAVE

Purpose

To establish expectations and procedures when an employee is absent from work without authorization or required notice.

Policy Statement

Employees are expected to report to work as scheduled or obtain approval for leave in advance, when practicable. Failure to report to work or notify a supervisor of an absence may be considered absence without leave (AWOL).

Definition

An employee is considered absent without leave when they fail to report to work as scheduled and fail to provide timely notice or obtain approval for the absence.

Employee Responsibility

What constitutes a reasonable time may vary based on circumstances, but employees are expected to notify supervision as soon as practicable.

Failure to follow notification procedures may result in the absence being designated as AWOL.

Progressive Response

An absence without leave may result in corrective or disciplinary action, up to and including termination of employment, depending on:

- the duration of the absence;
- prior attendance history; and
- the circumstances surrounding the absence.

Job Abandonment

An employee who is absent from work for three (3) consecutive scheduled workdays without notice or approval may be considered to have abandoned their position.

Before treating the absence as a voluntary resignation, the City shall make reasonable efforts to contact the employee using available contact information. Contact attempts shall be documented.

If job abandonment is determined, the employee may be deemed to have resigned effective the last day worked.

Administration

Department Directors are responsible for initial determinations and documentation.

The City Manager or designee retains final authority for disputed cases or job abandonment determinations.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Disciplinary Actions
Policy #: 1401
Effective: April 2014
Revised: January 2026

DISCIPLINARY ACTIONS

Purpose

To establish a fair, consistent, and legally defensible framework for addressing employee misconduct, performance deficiencies, or violations of City policy.

Policy Statement

The City of Richwood expects employees to comply with all applicable laws, City policies, and job requirements.

Disciplinary action may be taken when an employee fails to meet these expectations. This policy is intended to promote corrective action and accountability while preserving management discretion.

Nothing in this policy creates a property interest in employment or alters the at-will employment relationship, unless expressly stated otherwise in writing.

Authority

Employees may be disciplined by their Department Director or designee in accordance with this policy.

The City Manager or designee retains final authority over terminations, suspensions, or disciplinary actions appealed through the grievance process, except where otherwise required by law.

This policy does not apply to layoffs, reductions in force, or separations governed by separate policy or statute.

Progressive Discipline

Discipline may be corrective and progressive in nature, depending on the circumstances.

Progressive discipline may include, but is not limited to:

- verbal counseling or coaching;
- written reprimand;
- probationary period;
- suspension with or without pay; or
- termination of employment.

The City is not required to follow progressive discipline when the nature or severity of misconduct warrants immediate action.

Factors Considered

The level of disciplinary action imposed may be based on:

- the nature and seriousness of the offense;
- the employee's job responsibilities;
- prior disciplinary history;
- whether the conduct was intentional or negligent; and
- the impact of the conduct on City operations, safety, or public trust.

Appeal Rights

An employee recommended for termination shall be provided with an opportunity to appeal the recommendation in accordance with the City's Grievance and Appeal procedures.

Other disciplinary actions may be addressed through supervisory review or applicable grievance procedures, as appropriate.

Examples of Misconduct

The following are examples of conduct that may result in disciplinary action, up to and including termination. This list is illustrative, not exhaustive:

1. Theft, misuse, or willful destruction of City property.
2. Conviction of a felony or crime involving moral turpitude, when the conduct has a reasonable relationship to the employee's position, duties, or the City's operational or public trust interests.
3. Incompetence, neglect of duty, or failure to perform assigned responsibilities.
4. Unauthorized absence from work or violation of attendance policies.
5. Falsification of employment applications, time records, or other City documents.
6. Failure to follow safety rules or endangering the safety of others.
7. Insubordination or refusal to follow lawful directives.
8. Reporting to work under the influence of alcohol or drugs in violation of City policy or law.
9. Violation of any City policy, rule, or standard of conduct.

Administration

Department Directors are responsible for administering discipline within their departments in coordination with Human Resources and consistent with this policy.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Appeals and Grievance Policy
Policy #: 1402
Effective: April 2014
Revised: January 2026

APPEALS AND GRIEVANCE PROCEDURE

Purpose

To provide employees with a fair and consistent process to appeal certain disciplinary actions while preserving management discretion and operational efficiency.

Policy Statement

Employees may appeal specific disciplinary actions as outlined in this policy. This appeals procedure is intended to ensure due process and fairness and does not guarantee reversal of disciplinary decisions.

This policy operates separately from the general grievance procedure outlined in Policy 1117 (Employee Grievances).

Disciplinary Actions Eligible for Appeal

An employee may appeal the following disciplinary actions:

- suspension without pay;
- demotion; or
- termination of employment.

Verbal counseling, written reprimands, performance improvement plans, and similar corrective actions are not subject to appeal under this policy but may be addressed through supervisory discussion or the grievance process, as appropriate.

Appeal Procedure

Step 1 – Submission of Appeal

An eligible employee must submit a written appeal to the City Manager or designee, or as otherwise directed by Human Resources within five (5) business days of receiving notice of the disciplinary action.

The appeal should include:

- the disciplinary action being appealed;
- the basis for the appeal; and
- any supporting information the employee wishes to be considered.

Appeals shall be limited to whether the disciplinary action was made in accordance with City policy and applicable law.

Step 2 – Review and Meeting

Within a reasonable period of time, the City Manager or designee shall:

- review the appeal; and
- determine whether a meeting with the employee and relevant supervisory staff is necessary to resolve the appeal.

The City Manager or designee may meet with the employee and supervisory staff, request additional information, or conduct other inquiry as deemed necessary.

Step 3 – Decision

The City Manager or designee shall issue a written decision within a reasonable period following the review.

Except as otherwise required by law, the decision of the City Manager or designee shall be final.

Non-Retaliation

Retaliation against an employee for filing an appeal in good faith or participating in the appeals process is strictly prohibited.

Any act of retaliation may result in disciplinary action, up to and including termination.

Administration

Human Resources may assist in coordinating the appeals process and maintaining records.

This policy does not create a contractual right to continued employment and does not alter the at-will employment relationship.

Section: Disciplinary Action
Policy: Temporary and Probationary Employees
Policy #: 1403
Effective: April 2014
Revised: January 2026

TEMPORARY AND PROBATIONARY EMPLOYEES

Purpose

To clarify the employment status and disciplinary rights of temporary and probationary employees.

Policy Statement

Temporary and probationary employees are employed on a trial or limited-term basis and do not have the same disciplinary or appeal rights as regular employees.

Employment Status

Temporary employees and employees serving an initial probationary period may be separated from employment at any time based on performance, conduct, operational needs, or suitability for the position.

Separation of a temporary or probationary employee does not require progressive discipline and is not subject to appeal under the City's disciplinary, grievance, or appeals procedures, unless otherwise required by law.

Authority

The Department Director or designee may recommend separation of a temporary or probationary employee.

Final approval of separation rests with the City Manager or designee, except where otherwise provided by law.

Limitations

Nothing in this policy permits termination for unlawful reasons, including discrimination, retaliation, or violation of statutory rights.

This policy does not alter the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Chain of Command
Policy #: 1501
Effective: April 2014
Revised: January 2026

CHAIN OF COMMAND

Purpose

To promote effective communication, problem-solving, and professional working relationships by encouraging employees to address workplace concerns through appropriate supervisory channels.

Policy Statement

The City of Richwood supports an open and respectful work environment in which employees are encouraged to raise questions, concerns, or misunderstandings related to their work. In most instances, concerns may be addressed through the supervisory chain of command to promote timely resolution and operational efficiency.

Nothing in this policy is intended to limit or replace an employee's right to use formal complaint, grievance, or appeal procedures where applicable.

Employees are not required to follow the chain of command when doing so would be inappropriate, impractical, or could reasonably inhibit open communication, including situations involving harassment, retaliation, conflicts of interest, or concerns about supervisory conduct.

General Guidelines

Employees are encouraged to:

- discuss work-related concerns with their immediate supervisor whenever practicable;
- elevate concerns through the chain of command if the issue is not resolved or cannot be appropriately addressed at a lower level; and
- present concerns in good faith and in a reasonable, professional manner.

Concerns should be addressed as close as possible to the point of origin whenever feasible.

Chain of Command

For purposes of this policy, the chain of command generally consists of:

1. Immediate Supervisor
2. Next Higher Supervisory Authority
3. Department Director
4. City Manager

The City Manager retains final administrative authority within the chain of command when review at that level is appropriate or requested.

Supervisor Responsibilities

Supervisors and Department Directors are responsible for:

- responding to employee concerns in a timely and respectful manner;
- making reasonable efforts to resolve issues at the lowest appropriate level; and
- ensuring employees are not subjected to retaliation for raising concerns in good faith.

Any knowledge of retaliation, intimidation, harassment, or other improper conduct related to the use of this policy shall be reported promptly to the City Manager or designee.

Documentation

Supervisors may document actions taken or solutions proposed when appropriate to ensure clarity, accountability, or follow-up. Documentation should be reasonable, relevant, and not used in a punitive or excessive manner. Documentation should be maintained in accordance with City records retention practices.

Confidential Support

Employees seeking confidential guidance regarding personal or job-related concerns may contact Human Resources or the City Secretary, as appropriate.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Modifications of Policy
Policy #: 1502
Effective: April 2014
Revised: January 2026

MODIFICATIONS OF POLICY

Purpose

To establish the authority and process for modifying the City's Personnel Policies.

Policy Statement

The Personnel Policies may be amended, revised, or repealed, in whole or in part, by action of the City Council, in accordance with applicable law.

Review and Recommendations

The City may periodically review the Personnel Policies to ensure compliance with legal requirements, operational needs, and best practices.

The City Manager or designee may convene an internal review process, which may include voluntary employee input, department representation, or advisory committees, as deemed appropriate. Recommendations for policy changes shall be submitted to the City Council for consideration and approval.

Policy reviews shall be conducted as needed and are not intended to be ongoing, continuous, or supervisory in nature.

Notice of Changes

No modification to Personnel Policies shall be considered effective unless formally approved by the City Council and communicated in accordance with Policy 1504.

No Contract Created

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Employees Outstanding Taxes and Outstanding Utility Bills
Policy #: 1503
Effective: April 2014
Revised: January 2026

EMPLOYEES OUTSTANDING TAXES AND OUTSTANDING UTILITY BILLS

Purpose

To encourage timely payment of City taxes and utility obligations by employees while ensuring fair, confidential, and legally compliant administration.

Policy Statement

Employees are expected to remain current on any City-imposed taxes and City-provided utility accounts for which they are legally responsible.

This policy is intended to promote accountability and public trust and shall be administered in a manner that respects employee privacy and due process.

Notification of Delinquency

If an employee becomes delinquent on City taxes or City utility bills:

- the matter shall be handled confidentially; and
- the employee shall be notified by Human Resources or the City Manager's designee, rather than through public or informal means.

Department Directors shall not access detailed billing or tax records unless necessary for administrative purposes and authorized by the City Manager or designee.

Opportunity to Resolve

Upon notification, the employee shall be provided a reasonable opportunity to:

- pay the delinquent amount in full; or
- enter into an approved payment arrangement with the appropriate City department.

Payment arrangements shall be handled through normal City billing procedures and not through payroll unless otherwise required by law or authorized in writing by the employee.

Failure to Resolve

Failure to address delinquent City obligations after notice and a reasonable opportunity to resolve may result in corrective or disciplinary action, up to and including termination of employment, consistent with City policy.

Disciplinary action shall not be automatic and shall consider:

- the amount and duration of the delinquency;

- whether a payment arrangement has been made; and
- the employee's overall work history.

Delinquency in City taxes or utility accounts shall not, by itself, be considered a performance issue or misconduct unless it materially impacts the employee's job duties, creates a legal conflict, or violates another City policy.

Any proposed disciplinary action under this policy shall be reviewed by Human Resources prior to implementation.

No Wage Deductions

Nothing in this policy authorizes automatic payroll deductions or offsets for delinquent taxes or utility bills unless required by law or voluntarily authorized by the employee in writing.

Administration

The City Manager or designee, in coordination with Human Resources and the appropriate billing or finance department, is responsible for administering this policy.

This policy does not authorize routine monitoring of employee financial accounts and shall be applied only when a delinquency is formally identified through standard City billing processes.

This policy does not create a contract of employment and does not alter the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Notice to Employees
Policy #: 1504
Effective: April 2014
Revised: January 2026

NOTICE TO EMPLOYEES

Purpose

To ensure employees receive timely notice of the Personnel Policies and any approved modifications or amendments.

Policy Statement

The City of Richwood shall make the Personnel Policies and any approved amendments available to all employees in a timely and accessible manner.

Employees are responsible for reading, understanding, and complying with the policies contained in the Personnel Policy Manual.

Distribution of Policies

Following approval by the City Council, Human Resources shall be responsible for distributing and maintaining access to the Personnel Policy Manual and any approved amendments. The City Manager or designee retains oversight authority to ensure compliance with this requirement.

Distribution may occur through:

- electronic means, including email or intranet posting;
- physical copies, when appropriate; or
- a combination of methods, as determined by administration.

Department Directors are responsible for ensuring employees within their departments are informed of policy updates and know how to access the current version of the Personnel Policy Manual.

Employees shall not be disciplined for violations of new or revised policies until reasonable notice has been provided.

Employee Acknowledgment

Each employee shall be required to acknowledge receipt of the Personnel Policy Manual and any subsequent amendments in a manner prescribed by the City. Acknowledgment may be provided electronically or in writing and shall be maintained in the employee's personnel file. Failure to sign an acknowledgment does not exempt an employee from compliance with City policies.

Acknowledgment of receipt confirms access to the policy materials and does not constitute agreement, consent, or waiver of any employee rights.

Job Descriptions

Department Directors are responsible for ensuring that job descriptions are developed, maintained, and communicated to employees under their supervision.

Job descriptions may be updated as operational needs change and do not constitute a contract of employment.

Job descriptions are intended to provide general guidance regarding duties and responsibilities and shall not be used as a checklist for micromanagement or retroactive discipline.

No Contract Created

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Severability
Policy #: 1505
Effective: April 2014
Revised: January 2026

SEVERABILITY

Proposed language:

Purpose

To ensure that the invalidation of any portion of the Personnel Policy Manual does not affect the validity or enforceability of the remaining provisions.

Policy Statement

If any section, subsection, sentence, clause, or provision of this Personnel Policy Manual is held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity or enforceability of the remaining provisions.

All remaining provisions shall continue in full force and effect.

Approved by the City Council of the City of Richwood, Texas, this ____ day of _____, 20.

Effective Date: _____

Mayor

City of Richwood, Texas

ATTEST:

City Secretary

City of Richwood, Texas

❖ Removed outdated phrasing without altering legal effect

POLICY AND PROCEDURE MANUAL

Section: Workplace Flexibility & Accommodations
Policy: Remote Work / Telework
Policy #: 1601
Effective: January 2026
Revised:

REMOTE WORK / TELEWORK

Purpose

To establish guidelines for limited, discretionary remote work arrangements when operationally appropriate.

Policy Statement

The City of Richwood recognizes that, in limited circumstances, remote work or telework arrangements may support operational efficiency or employee needs. Remote work is not entitlement and is not suitable for all positions.

All remote work arrangements are subject to approval and may be modified or revoked at any time based on operational needs.

Eligibility

Remote work may be considered only for positions and duties that can be effectively performed away from City facilities without negatively impacting public service, teamwork, supervision, or productivity. Certain positions, including those requiring in-person service delivery, public interaction, or emergency response, are generally not eligible for remote work.

Department Directors, as exempt management employees, may perform portions of their work remotely when consistent with operational needs and City Manager expectations.

Any such arrangements are not an entitlement and must support continuity of operations, availability, and effective leadership of their departments.

Approval Authority

Remote work arrangements for non-director employees require advance approval by the Department Director and the City Manager or designee.

Remote work by Department Directors does not require advance approval but remains subject to City Manager oversight and may be modified, limited, or discontinued by the City Manager at any time based on operational or administrative needs.

Work Expectations

Employees approved for remote work are expected to:

- maintain availability during established work hours sufficient to meet job responsibilities and operational needs;

- meet the same performance standards as on-site employees;
- comply with all City policies, including confidentiality, data security, and technology use; and
- report time worked accurately in accordance with applicable policies.
- remain reasonably accessible to the City Manager during business hours.

Equipment and Expenses

The city is not required to provide equipment, internet service, or reimbursement for expenses associated with remote work unless specifically approved in advance.

City-owned equipment used for remote work remains subject to all applicable City policies.

Termination of Remote Work

The Department Director may discontinue a remote work arrangement at any time for operational, performance, or administrative reasons.

The City Manager or designee may discontinue remote work arrangements when necessary for City-wide operational needs.

Termination of a remote work arrangement is not a disciplinary action and does not affect the employee's employment status.

No Contract Created

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

POLICY AND PROCEDURE MANUAL

Section: Workplace Flexibility & Accommodations
Policy: Lactation Accommodation
Policy #: 1602
Effective: January 2026
Revised:

LACTATION ACCOMMODATION

Purpose

To comply with federal law and support employees who require lactation accommodations in the workplace.

Policy Statement

The City of Richwood will provide reasonable break time and appropriate space for employees to express breast milk, in accordance with applicable federal law.

The City will make reasonable efforts to accommodate lactation needs while balancing operational requirements.

Break Time

Employees who need to express breast milk shall be provided reasonable break time as needed. Break time for lactation may run concurrently with existing break periods when possible.

Additional break time may be unpaid unless otherwise required by law.

Space Requirements

The City will provide a private space, other than a restroom, that is shielded from view and free from intrusion, for the purpose of expressing breast milk.

The designated space may be temporary or shared, provided it meets legal requirements and is available when needed.

Request Process

Employees requiring lactation accommodations should notify Human Resources or their Department Director to allow for appropriate arrangements.

Medical documentation is not required to request lactation accommodations.

Non-Retaliation

Employees shall not be retaliated against for requesting or using lactation accommodations.

Administration

Human Resources is responsible for administering this policy and coordinating accommodations.

The City Manager or designee retains oversight authority to address operational issues or disputes if they arise.

This policy does not create a contract of employment and does not alter the at-will employment relationship.