

13.0 BENEFITS

The City of Rollingwood, in its effort to obtain and retain qualified, loyal, productive employees, offers a package of benefits.

13.1 Vacation

Vacation shall be accrued on a predetermined number of hours per pay period and may be taken after the initial review period of employment (six (6) months) has been completed or at the discretion of the City Administrator.

An employee may not take vacation time of more than 15 concurrent business days unless approved by the City Administrator and all vacation requests are to be approved by the employee's supervisor.

13.1.1 Vacation Accrual for Full-Time Employees

All full-time regular employees regular shall accrue vacation as shown on the following schedule:

- a) Year 0 thru 5 - 80.00 hours annually (3.076 hours/per pay period)
- b) Year 6 thru 10 - 96.00 hours annually (3.692 hours/per pay period)
- c) Year 11 thru 15 - 120.00 hours annually (4.615 hours/per pay period)
- d) Year 16 thru 20 - 144.00 hours annually (5.538 hours/per pay period)
- e) Year 21 and on - 160.00 hours annually (6.153 hours/per pay period)

13.1.2 Vacation Accrual for Part-Time/Temporary/Seasonal Employees

Part-time regular employees who are regularly scheduled to work at least 20 hours per week shall accrue vacation time based upon the number of hours they work [e.g., if an employee works 520 hours in one year, the employee accrues 20 hours of annual paid vacation. 520 is 25% of 2080 (full-time), 20 hours is 25% of year 1-5 vacation (80 hours)].

Temporary and seasonal employees do not earn vacation.

13.1.3 Vacation Carryover and Payout

An individual may carry over all vacation accrued from the previous year. An employee may not carry over or hold over more than the sum of the employee's present year's vacation accrual plus the previous year's vacation accrual.

Employees shall be paid at their present rate of salary for any vacation accrued, up to the stated accrual cap in 13.1.1 or as prescribed by law, at the time of their resignation, separation, termination or retirement unless they terminate their employment with the city within the initial review period of employment (six months). An employee who terminates their employment with the city within the initial review period of employment will not be entitled to vacation pay for any vacation accrued.

13.2 Holidays

Holiday pay is pay received for a legal or declared holiday. Only full-time regular employees are entitled to holiday pay.

The City Council will review and approve holidays based on staff recommendations.

An employee who is absent without prior authorized leave on the shift or workday immediately preceding or following a holiday will **not** be paid for the holiday. Employees on unpaid leave preceding a holiday will not be paid for the holiday.

An exempt employee who is scheduled to work on an official holiday may take the holiday at a later date with approval from their supervisor.

13.3 Jury Duty

Full-Time regular employees who are called for jury service or serve on a jury continue to receive their regular rate of pay for any time spent on jury duty. The employee shall submit a copy of their jury summons or statement of jury service to their supervisor.

13.4 Court Appearances

Full-time regular employees subpoenaed to testify or be a witness in any criminal or civil proceeding related to the employee's employment with the City or other official City duties shall be paid their regular pay during such absence. Appearances on off-duty time shall be compensated in accordance with applicable State and Federal statutes. Full-time regular employees required to appear in court who have a personal interest in the proceedings, except as provided above, shall not be paid, unless the time is charged to vacation or other compensated time off due the employee.

13.5 Military Leave

Full-time regular employees who provide Services in Uniformed Services will be allowed two (2) calendar weeks of military leave with pay annually upon presentation of proper military orders.

13.6 Bereavement Leave

Full-time regular employees are allowed up to three (3) working days of bereavement leave for the following reasons: death or hospitalization for serious illness or injury when death of immediate family members is imminent. "Immediate family members" includes spouse, mother, father, children, grandparents, brothers, sisters, and legal guardians. Bereavement leave is available on the first day of employment.

Employees may be paid for absences exceeding three (3) working days in the calendar year if they utilize accrued vacation, sick leave or compensatory time and have the prior approval of their supervisor.

13.7 Sick Leave

Sick leave is defined as paid time away from work due to a bona fide illness or injury that prevents the employee from working, or visits to the doctor or dentist, or to care for family members (spouse, son, daughter or parent) who are ill or injured. Sick leave will accrue from date of hire. Employees may take available sick leave after the commencement of employment.

Full-time regular employees accrue sick leave at the rate of 3.69 hours per pay period, equivalent to 95.94 hours per year. Part-time regular employees who are regularly scheduled to work at least 20 hours per week accrue sick leave based upon the number of hours they work.

Employees who use more than 24 continuous hours of sick leave must provide proof of illness upon or prior to returning to work. The Department Head may also require such proof of illness in other circumstances, at the Department Head's discretion. In cases of extended illness/injury [i.e., more than three (3) work days or shifts] employees must call in and advise their departments of their condition and progress a minimum of every three (3) work days or shifts and furnish the department with a doctor's report each time they visit the doctor. Employees shall be required to provide a doctor's release prior to returning to work after having been absent for three (3) consecutive days.

13.7.1 Maximum Accrual of Sick Leave

Employees may not accrue more than 960 hours of sick leave.

13.7.2 Sick Leave Buy Back

Full-time employees who meet the eligibility requirements below are eligible to be compensated for sick leave hours up to 240 hours at a rate of one hour of pay per hour of sick leave. The eligibility requirements are as follows:

Retirement:

An employee must have ten (10) years of continuous service, and be eligible to retire with TMRS.

13.7.3 Nothing in this section shall constitute an employee contract or alter the at-will employee relationship.

13.8 Retirement

The City of Rollingwood is a member of the Texas Municipal Retirement System (TMRS) and contributes a percentage toward eligible employees' retirement funds. Employees should be provided a booklet supplied by TMRS detailing all options and benefits available under this system. The finance department will keep employees informed of changes in the rate, matching funds and benefits as they occur.

14.0 INSURANCE

The City of Rollingwood may provide employees with the following types of insurance in accordance with the terms of the applicable policies:

a)	Accidental Death and Dismemberment
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b)	Worker's Compensation (for work-related illness and injury)
c)	Group Health and Major Medical with Dental (for illness/injury away from work). After employment, eligible employees may purchase this coverage for their dependents via payroll deduction.
d)	Professional Liability Insurance
e)	Life Insurance, part of Group Health

15.0 LONGEVITY

The City of Rollingwood pays to full-time employees a longevity incentive of \$3 .00 per pay period per year of service, effective after one year, up to a maximum of \$75.00 per pay period.

16.0 TRAINING

The City of Rollingwood desires its employees to be knowledgeable in all phases of their employment. The City through its Department Heads will from time to time schedule certain employees to attend certain courses, seminars or training sessions.

- 16.1 The cost of travel, lodging, meals, beverages and tips for those courses, seminars, and training sessions shall be borne by the City, provided the employee completes the instruction in a satisfactory manner. The employee will be paid a per diem when traveling, as set by the Mayor, which includes meals, non-alcoholic beverages and tips. The Mayor, at his discretion, may allow reimbursement on any actual expenditure over the per diem limit. Mileage, when using the employee's personal car, is equal to current IRS reimbursement and will be reimbursed on the lesser of the:

a)	Miles from the City's offices to location of event; or
b)	Miles from the employee's residence to location of event.

Mileage, hotel costs, parking and other reasonable travel costs related to the training are reimbursed as a separate item. All such items require receipts to be timely submitted for reimbursement.

- 16.2 If an employee does not complete the instruction in a satisfactory manner, the employee may be required to take the course, seminar, or training session again at the employee's own expense or be subject to disciplinary action, except in circumstances that are beyond the employee's control.

17.0 LEAVE OF ABSENCE

A leave of absence without pay may be authorized by the City Administrator for up to 30 calendar days or by the Mayor for up to 60 calendar days upon recommendation by the City Administrator.

Leaves of this type should be job-related in some manner, such as for teaching purposes at college or technical schools, or taking of courses or seminars not normally funded by the City.

However, wide discretion shall be allowed to Department Heads and the City Administrator in this area.

Because of the inconvenience and cost to the City, and the wide varieties of situations in which such leaves could be requested, whether to grant a personal leave of absence will be decided on a case-by-case basis with such factors as length of service, reason for the leave, requested duration of the leave, and job responsibilities taken into account.

Certain rules apply when an employee is on an unpaid leave of absence:

1.	The employee will not accrue vacation or personal leave.
2.	The employee is not eligible for paid holiday leave.
3.	The employee may elect to continue coverage under any employee benefit plans (such as health insurance), in accordance with the terms of those plans at their own expense during an unpaid leave of absence. The employee should make arrangements with the City Administrator before taking unpaid leave in order to ensure premium payments are made timely.
4.	An employee who accepts or continues other employment while on either paid or unpaid leave without the prior written approval of their immediate supervisor will be considered to have resigned voluntarily from employment with the City.
5.	The employee must exhaust all paid leave before qualifying for unpaid leave.
6.	The City does not guarantee that an employee will be restored to his or her former position at the end of any unpaid leave. The City will endeavor to find an available position for which the employee is the best qualified candidate, but if no such position is available, the employee's employment will be terminated. Employees who fail to comply with the conditions of an unpaid leave or to return to work at the end of the leave will be deemed to have voluntarily resigned and employment will be terminated.

18.0 FAMILY AND MEDICAL LEAVE

Although all public agencies (including local governments) are covered by the Family and Medical Leave Act of 1993 (FMLA), not all public employees are covered. To be eligible, employees have to work for a covered employer for at least 12 months (they need not be consecutive) and must have worked at least 1,250 hours within the prior 12 months. The eligible employee must work at a location where at least 50 employees are employed, and be within 75 surface miles of the employer. As a result of these requirements, the City of Rollingwood currently has no eligible employees but must provide this FMLA notice to its employees.

Pursuant to the FMLA, the City of Rollingwood will provide up to twelve weeks leave for employees eligible for such leave. The following policy outlines the requirements for obtaining leave, the amount of leave that may be taken, and how the leave relates to other time off provided by the City of Rollingwood.

18.1 Purposes

An employee who is eligible for FMLA leave may take a total of 12 work weeks of leave during a 12-month period measured forward from the date the employee takes the first day of FMLA leave, for one or more of the following purposes:

a)	To care for a newborn child so long as leave is completed before the child's first birthday;
b)	Placement of a child for adoption or foster care so long as leave is completed before the one-year anniversary of the initial placement;
c)	To care for a spouse, child, or parent of an employee who requires such care because of a serious health condition; or
d)	When the employee has a serious health condition which renders him or her unable to perform the functions of his or her job position.

A "serious health condition" is any illness, injury, impairment, or physical or mental condition that involves (1) inpatient care, including any period of incapacity subsequent to or in connection with such inpatient care, or (2) continuing treatment by a health care provider.

18.2 Notice of Leave

An employee must give the City of Rollingwood 30 days' notice of the employee's intention to take family leave, if the date of the birth or placement is foreseeable, or to take medical leave for planned medical treatment. If it is not possible to give 30 days' warning, the employee must give the City of Rollingwood as much notice as possible.

18.3 Documentation

The City of Rollingwood may require that the employee provide documentation of the serious health condition that is the basis for the leave request. The City of Rollingwood may require an employee returning from medical leave to document that the employee is able to resume work.

18.4 Leave Guidelines

In no event can family/medical leave last for longer than twelve weeks. Employees on family/medical leave will be required to exhaust all accrued but unused vacation and sick leave before being placed on unpaid status. No additional vacation or sick leave will accrue while an employee is on family/medical leave.

An employee returning from leave must be restored to his or her old position or a position with equivalent pay, benefits, and work conditions. Any benefits already accrued by the employee before taking leave must still be available to the employee on returning. Employee benefits and seniority do not continue to accrue while the employee is on leave.

18.5 Group Health Insurance

The City of Rollingwood must continue making the same contribution to the employee's group health plan during leave time that the employer would have made if the employee had been present at work.

18.6 Reinstatement

Employees will be returned to the same position occupied before the leave begins. If, however, that position is not available, employees returning from leave will be offered an equivalent position.

19.0 MILITARY LEAVE

A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States. The requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) that govern military absences are complex. The City follows all USERRA laws and regulations for Military Leave. Contact the City Administrator should you have any questions.

20.0 CITY EQUIPMENT AND FACILITIES

Certain employees are authorized the use of the City vehicles. Those employees operating a City vehicle must have a valid Texas Driver's License. These vehicles are to be used for City business. Each department shall regulate the use of City vehicles to comply with departmental requirements. City equipment and facilities shall be used for official purposes only and will not be taken home or otherwise used for personal purposes. Under no circumstances will employees use City vehicles for the transportation of passengers other than City employees unless the City Department Head gives prior approval.

Drivers must also remain insurable. If a driver becomes uninsurable due to violations received on or off the job either before and/or during the term of employment, regardless of fault, such driver is subject to immediate termination.

All accidents involving City equipment, including vehicles and regardless of severity, must be reported to the City Administrator. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.

The use of a City vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including termination. No alcohol may be transported in a City vehicle, unless such items constitute evidence or the individual has prior approval from the Mayor.

21.0 WORKERS' COMPENSATION AND ON-THE-JOB INJURIES

- 21.1 Workers' Compensation Coverage: The City of Rollingwood provides workers' compensation through the Texas Municipal League Workers' Compensation Joint Insurance Fund.
- 21.2 Injury Reporting: Any injury that occurs on the job shall be reported to the supervisor or Department Head as soon as practical, and in all cases within 24 hours. Timely reporting is essential to insure the employee's right to workers' compensation benefits. An employee failing to timely report an injury as required will not be eligible for injury leave (see 21.4).
- 21.3 Reporting Responsibility: The Department Head shall be responsible for reporting to the City Administrator (on the forms provided) every injury reported to him/her or his/her subordinates. The Department Head shall investigate the circumstances of each injury and take precautions to prevent similar occurrences.
- 21.4 Injury Leave: Only full-time regular employees at the time of an on-the-job injury are eligible for paid injury leave. Paid injury leave hours shall not exceed the number of unused sick leave hours accrued by an employee on the date of injury. Injury leave shall commence the first day the employee is unable to return to work. An employee who is injured after giving notice of retirement or resignation, or after receiving notice of discharge or layoff, shall not receive injury leave beyond the date his/her retirement, resignation, discharge or layoff was to be effective.
- 21.5 Payment of Injury Leave: The City will pay the difference between workers' compensation weekly benefits and the employee's base salary, less the usual payroll deductions for income tax, Social Security, retirement, dependent health coverage (if elected) and any other deduction applicable to the employee.
- 21.6 Maintaining Eligibility for Injury Leave: To maintain eligibility for injury leave while off the job, an employee must provide his/her supervisor with a statement from a physician verifying the disability and the expected date of return. Any changes regarding expected date of return must be reported to the Department Head as soon as possible prior to return. A physician's statement must be provided every thirty (30) days, or more frequently, if requested by the Department Head, or the City Administrator. The City reserves the right to require the employee to be examined by a City-designated physician paid for by the City. Injury leave shall be paid only if these provisions are strictly followed.
- 21.7 Accrual of Sick and Vacation Leave: An employee continues to accrue vacation and sick leave while on injury leave. If an employee is unable to return to work after injury leave has been exhausted and chooses to receive only Workers' Compensation payments, then accrual of sick and vacation leave shall cease until the employee returns to work or chooses to use his/her sick and vacation leave.
- 21.8 Compensation After Injury Leave: An employee unable to return to work after injury leave is exhausted may choose to use sick and vacation leave at the rate of the employee's base salary per pay period, in addition to Workers' Compensation payments. The employee may also choose to receive only Workers' Compensation payments, keeping accrued sick leave and

vacation leave intact. The employee shall communicate his choice to the Department Head in writing prior to exhausting injury leave.

21.9 Health/Life Coverage While Off the Job: The City will continue to pay the City's share of an injured employee's health/life coverage until the earlier of separation from the City or one year from the date of injury. The employee is responsible for payment of dependent health coverage (if elected) through payroll deduction, or by direct payment if injury, sick and vacation leave have been exhausted or the employee is on leave without pay.

21.9.1 Modified Duty Assignments: The employee has a responsibility to return to work as soon as the employee is medically capable. The City may, based on the availability of work, arrange for temporary modified duty assignments until the employee is capable of performing full duty requirements. Modified duty assignments may be in the employee's regular department or in any other department. Modified duty physical limitations will be established jointly by the employee's physician and the Department Head.

21.9.2 Employment of a Replacement: If an injured employee is on workers' compensation and off the job longer than twelve (12) weeks, then the City may employ a replacement for the position. If the injured employee later becomes medically capable of performing full duty requirements, then the employee shall be considered for the next available position for which he is qualified.

22.0 **SAFETY POLICY**

This policy statement is written for the purpose of providing a safe working environment and protecting all employees from job-related injuries. Every accident is costly and reduces the funds available for use in daily operations.

22.1 These rules should also be considered basic minimum rules and in no case can be considered optimum procedures related to any activity. This policy and the related rules shall be read carefully by each employee and a statement shall be signed and shall become a part of each employee's personnel file. Compliance with the City's Safety Rules and Regulations and supplemental additions to this booklet is a condition of employment.

- a) All employees are responsible for the safety program. They must be aware that their actions, mental state, physical condition, and attitude directly affect the safety of themselves, their fellow employees and the public.
- b) Familiarize yourself with all safety rules and procedures as they apply to your work activities.
- c) Observe all safety rules and work in accordance with accepted safe practices. Job safety will take precedence over short cuts or time limits.
- d) Call attention about unsafe practices and conditions to supervisors.
- e) Do not undertake any job you do not understand.

- f) Use reasonable care in performance of your duties to assure safety to yourself and your fellow employees and the public.
- g) Wear proper personal protective equipment.
- h) Report ALL accidents to your supervisor as soon as they happen.

22.2 Department Heads are assigned as risk managers for their departments. As such, each will be responsible to foresee problem areas and correct them, while at the same time advising other Department Heads to insure the problem does not exist elsewhere in the City.

22.3 The City of Rollingwood strives to provide a safe and healthy place to work. Although Department Heads are responsible for ensuring safe conditions in the work area, employees also share the responsibility for maintaining a safe environment for other employees, citizens, guests and customers.

The City of Rollingwood provides information about workplace safety and health issues through regular internal communication, employee meetings, bulletin board postings, memos, and other written material. Employees and Department Heads receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Employees who have concerns or suggestions for improving safety in the workplace are encouraged to raise them with their supervisors. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their Department Head. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, to remedy such situations may be subject to disciplinary action.

A few basic safety measures will prevent most accidents. Practice these common- sense measures daily:

- **Lifting:** Know your own strength and get help to lift heavy items such as packed boxes, furniture, and equipment.
- **Filing:** Keep desk and file cabinet drawers closed when not in use. If you find a broken cabinet or drawer, report it to your supervisor.
- **Falls:** Falls cause many office injuries. Keep the floors uncluttered, watch your step, and keep cords out of walking areas. During wet and snowy weather remember that conditions can become slippery. Walk with caution.

- **Machinery and Chemicals:** Familiarize yourself with any equipment or chemicals before you use them. Follow the instructions and use the products properly, only in the described manner. Avoid using extension cords. If you have any questions or concerns, contact your Department Head.

If you are taking physician-prescribed medicine that may adversely affect your ability to perform your job, you must advise your Department Head. It may be necessary to change your work assignment for the safety of yourself and others.

23.0 COMPENSATION/PAYROLL DEDUCTIONS

- 23.1 The City of Rollingwood attempts to maintain a fair and equitable compensation system that is competitive with the local market as well as other governmental agencies of our size and nature.
- 23.2 All employees shall have their salary and benefits established by the City Council
- 23.3 The City of Rollingwood pays bi-weekly (twenty-six times per year).
- 23.4 It is the City's policy and intention to pay employees in accordance with all applicable laws, including the federal Fair Labor Standards Act. The City specifically intends to prohibit improper pay deductions from the salaries of exempt employees. Permitted deductions from the salaries of exempt employees include:
- a. Deductions when an exempt employee is absent from work for personal reasons, other than sickness or disability, and the employee is not otherwise eligible for paid time off
 - b. Deductions from pay for absences occasioned by sickness or disability (including workplace accidents) if the deduction is made in accordance with a bona fide plan, policy or practice by the City of providing compensation for loss of salary occasioned by such sickness or disability.
 - c. Deductions from pay equal to amounts received by an employee as jury fees, witness fees or military pay for a particular week in which salary is paid.
 - d. Deductions from pay for penalties imposed in good faith for infractions of safety rules of major significance (such as those relating to the prevention of serious danger in the workplace or to other employees).
 - e. Deductions from pay for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, such as those intended to prevent harassment and violence.
 - f. Deductions from pay for the initial and terminal weeks of employment, proportionate to the time not worked.

- g. Deductions from pay for unpaid leave taken under the Family and Medical Leave Act (if applicable to the City), proportionate to the amount of unpaid leave.

In addition, the City is not obligated to pay an exempt employee for any workweek in which no work is performed.

If any employee believes that an improper pay deduction has been made, the employee must contact the employee's Department Head as soon as possible. Employees will not be able to argue that any deductions were improper if they fail to utilize this provision. The City will reimburse employees for any improper deductions and will make a good faith effort to comply in the future with all applicable laws.

- 23.6 Full-time regular non-exempt employees scheduled to work on holidays will be paid at one and one-half times their regular hourly rate for up to eight (8) hours actually worked on the holiday, regardless of whether the hours worked otherwise qualify the employee for overtime pay, plus eight (8) hours of holiday pay. Hours worked in excess of eight (8) will be paid at the employee's regular rate of pay, unless the hours qualify the employee for overtime pay under the following paragraph.

23.7 Overtime Pay

Full-time non-exempt employees must have worked forty (40) hours within a week or eighty (80) hours within a two-week period before they are eligible for overtime pay. Vacation, holidays, sick leave, injury leave and personal leave do not count as days worked. Department Heads must request prior approval from the City Administrator before full-time employees are allowed to work overtime except during emergency situations.

Full-time non-exempt employees will also earn overtime pay when the employee is called in for an emergency or for a court appearance, regardless of whether the employee has worked forty (40) or eighty (80) hours during the applicable time period.

23.8 Compensatory Time

Compensatory leave is time off earned by a non-exempt employee in lieu of overtime pay. Compensatory time is earned at the rate of one and one-half (1½) hours for each hour of overtime worked. An employee entitled to receive overtime pay may, with the approval of the Department Director, elect to receive compensatory time off instead of overtime pay. An employee may not accrue compensatory time unless they meet the eligibility requirements for overtime pay in Section 23.7.

The maximum amount of compensatory time that an employee may accrue and accumulate is 240 hours. When an employee accrues a balance of 240 hours of compensatory leave time, the City will then only pay overtime.

The employee's Supervisor or the City Administrator must approve the use of compensatory leave time and the employee will be allowed to use it within a reasonable time.

If an employee terminates his/her employment with the City, the City will pay the employee their accrued balance of compensatory time.

If an employee is promoted or transfers from a non-exempt position to an exempt position, the employee shall be paid his/her accrued compensatory time at the time of the promotion at their non-exempt position current rate of pay.

The City reserves the right to pay employees for their accrued compensatory time at any time.

24.0 JOB DESCRIPTION

24.1 It shall be the responsibility of the City Administrator to maintain job descriptions which accurately describe every full-time position with the City.

24.2 It shall be the responsibility of a Department Head to request a review of any position that may be improperly described.

25.0 PERFORMANCE EVALUATION

Performance evaluations will ordinarily be conducted on an annual basis. The performance evaluation is designed to help the Department Head and employee measure how well each employee is doing their job, identify areas in need of improvement and serve as a tool for management in making decisions regarding training, assignments, promotions, retention and other factors of employment with the City.

26.0 POLITICAL ACTIVITY

It is the policy of the City to encourage its employees to exercise their legal right to vote. Subject to the provisions of this policy, the City also encourages its employees to participate in political activities, so long as they do not interfere with the discharge of the employee's duties and responsibilities owed to the City or involve the City in partisan politics.

26.1 In accordance with Texas law, a police department employee in uniform or on active duty may not engage in political activity relating to a campaign for an elective office. For the purposes of this section, a person engages in a political activity if the person: (1) makes a public political speech supporting or opposing a candidate; (2) distributes a card or other political literature relating to the campaign of a candidate; (3) wears a campaign button; (4) circulates or signs a petition for a candidate; (5) solicits votes for a candidate; or (6) solicits campaign contributions for a candidate.

26.2 In accordance with Texas law, while out of uniform and not on active duty, police department employees may engage in a political activity relating to a campaign for an elective office, including each activity listed by 26.1, except that the person may not solicit campaign contributions for a candidate other than from members of an employee organization to which that person belongs.

26.3 All employees shall refrain from using their time on the job or their positions as public employees to influence for or against any candidate for public office or any issue on the ballot for the City. Therefore, if an employee chooses to attend a meeting of a political nature related to a City elected office or issue, that employee must advise other meeting participants that they are not representing the City in any capacity.