



PERSONNEL POLICY
&
EMPLOYEE HANDBOOK

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ARTICLE ONE: GENERAL

1.1 DEFINITIONS

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

Anniversary Date: Refers to an anniversary date as determined from a given employee's first active day of employment, not from the day of his/her hiring.

Employee : Any person employed by the City of Redwater who is receiving compensation from the City for services rendered or labor performed and has been appointed by the City Council or hired by a Department Head (Public Works Director or City Secretary). **Employee does not include individuals under contract ("Contract Labor").**

Immediate Family: Shall include employee's spouse, spouse's parents, parent or step-parent, child or step-child, grandparent, grandchild, brother or step-brother and sister or step-sister.

Full Time Employee: An employee who, after completing his/her probationary period (as defined below) has been assigned to work for a required minimum 30 hours each of every week, for 52 consecutive weeks per year (exclusive of time off provided for this policy) on a permanent basis. Full time employees will receive all benefits offered by the City.

Part Time Employee: Employees who have been hired on a temporary basis with their job lasting less than a year whether working 40 hours or less; or employees hired to work less than 30 hours per week and given the specific designation of part time employee . Part time employees are not eligible for City benefits.

Probationary Period: All full time employees shall be subject to a ninety (90) day probationary period, after which time, if such probation is successfully completed, an employee shall be given all benefits available at that time offered by the City. Upon successful completion of probation, insurance benefit eligibility period commences upon the first date of hire (before probationary period).

1.2 PURPOSE

This policy is intended to conform to the laws of the State of Texas in regards to municipalities and to conform to the applicable Federal Laws, and nothing in this policy is intended to supplant, replace or countermand State or Federal Laws, nor to change or vary any rights or duties of City employees under State or Federal Law. This policy represents an effort to establish governing principles upon which a progressive program of employee relationship may be based, and by so doing to make the City a more attractive place to work. It is understood that this policy will require modification from time to time and it should not be regarded as fixed or unchangeable, but subject to growth and change. Nothing herein shall give any employee a property interest in maintaining employment. All employees may be terminated at any time with or without cause, at the will and discretion of City Council.

1.3 INTENT NOT TO DISCRIMINATE

The City will comply with the Civil Rights Act of 1964 (P.L. 88-352) and subsequent amendment thereto, and will not discriminate in its policies because of handicap, race, color, creed, national origin, religion sex or age. However, it must be recognized that in certain job classifications and performance of the duties of certain positions, qualifications must be set that may direct or restrict, in certain cases, the field of applicants to those who qualify for that particular position. It is also recognized that, by virtue of certain state laws, restrictions will be placed on positions that require certain educational and experience qualifications. Such restrictions, when applied, will be applicable to all candidates for the position without regard to handicap, race, creed, color, national origin, sex or age, as the case may be. It is also the policy of the City of Redwater to comply with the Equal Opportunity Legislation and shall be cited as an Equal Opportunity Employer.

1.4 ROLE OF MAYOR AND CITY COUNCIL

The City Council is the policy making body of the City, and the Mayor is its presiding officer as well as the person who normally represents the City on ceremonial occasions.

The Mayor and Council may carry out all duties provided by any ordinance or law.

The Mayor and Council may freely communicate with employees for purposes of inquiry and oversight, subject to the Open Meetings Act.

1.5 COLLECTIVE BARGAINING

Section 617.002, Texas Government Code, prohibits a municipality from recognizing any individual, group of individuals or organizations, as representatives of their employees for the purpose of collective bargaining.

1.6 PROBATIONARY PERIOD

During the first ninety (90) calendar days after the original employment, each employee shall be considered a probationary employee. The Mayor, Council, or Department Head (whichever applicable to that particular employee) shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their job. Only those employees who meet acceptable standards during their probationary periods shall be retained.

1.7 DUTY OF EMPLOYEES

Employees are expected to render efficient and steady service to the City and recognize, through their compliance, the right of the City Council to establish rules and regulations governing the work and conduct of its employees. All employees are expected to deal with fellow employees, supervisors, Council, Mayor, and especially the public in a courteous and professional manner. Each citizen is to receive the employee's prompt attention to his/her request and problems. When an employee is away from the City representing the City in an official capacity, he/she will act in accordance with his/her position to bring respect and honor to the City.

1.8 BACKGROUND TEST

All applicants shall be required to agree to a background test prior to employment to check for criminal history. The City Council shall designate the agency to run the background check, and it will be performed at the City's expense.

Due to the sensitive nature of holding any position in a municipality, the City Council will consider any criminal background on a case-by-case basis.

ARTICLE TWO: DRUG & ALCOHOL POLICY

2.1 GENERAL

The City of Redwater is committed to the principal of keeping illegal drug use out of the workplace and society in general. Drug use in the workplace endangers fellow workers, public safety, employee morale, and production. Moreover, the Texas legislature has passed an act that requires employers to adopt a Drug Abuse Policy. Accordingly, the following policy is implemented in accordance with the ***Drug Free Workplace Act of 1988*** to help insure and maintain a drug free, healthful, safe, and secure working environment.

2.2 DEFINITION OF DRUG:

For the purpose of this policy the definition of a "drug" includes alcoholic beverages, inhalants, illegal drugs, and misuse of prescription drugs.

2.3 POLICY:

The unlawful manufacture, distribution, dispensation, possession, or use of a drug on City premises is absolutely prohibited. Violations of the Policy will result in disciplinary action, which, at the City's discretion and depending upon the seriousness of the violation, may range from required participation and successful completion in a rehabilitation program to termination of employment. Depending upon the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this Policy. In accordance with the ***Drug Free Workplace Act of 1988***, as a condition of employment, employees must comply with this Policy, and notify their immediate supervisor within 5 days of the conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. The City will in turn, as required by the Act, report such convictions within 10 days of learning of the conviction to the appropriate federal agency.

2.4 TESTING:

All applicants shall be required to have a urine test for the purposes of determining drug abuse prior to employment. The City Council shall designate the laboratory to be used for the test, and the test will be at the City's expense.

Any employee may be required to submit to random drug testing. Further, any employee may be tested if there is cause to believe that there may be a drug issue.

An employee who is involved in an accident which damages City property, results in an injury or results in the employee or another person having to seek medical attention

may be required to submit to drug and alcohol testing immediately following the accident. Failure to submit to the required testing will result in disciplinary action up to and including discharge.

ARTICLE THREE: SEXUAL HARASSMENT POLICY

3.1 **DEFINITION**

Sexual Harassment is any repeated or unwanted verbal or nonverbal sexual advances, sexually explicit derogatory remarks, or statements made in the workplace which the person making such actions or statements knows or should know are offensive or objectionable to another; which causes another discomfort or humiliation; or which interferes with job performance; and which includes the following:

- a. Submission to the conduct is either an explicit or implicit term or condition of employment, or,
- b. Submission or rejection of the conduct is used as a basis for employment decisions affecting the employee, or,
- c. The conduct has the purpose or effect of substantially interfering with work performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that lowers morale, and therefore interferes with work effectiveness.

3.2 **POLICY**

The City will maintain a workplace free of sexual harassment or intimidation. **Conduct in violation of this policy is not within the course and scope of employment and may subject the person participating in such conduct to criminal prosecution. The City will not tolerate such conduct on the part of any officers or employees. A finding of sexual harassment can result in a warning in the harasser's personnel file, demotion, suspension with or without pay, or termination.**

3.3 **RESPONSIBILITY**

Department Head's Responsibility: Each Department Head has a responsibility to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment. Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment.

Employee's Responsibility: Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his / her unwanted behavior and immediately report that behavior as outlined below:

An employee who believes that he or she is being harassed should report the incident(s) to his / her Department Head as soon as possible so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where it is not practical to report the incident(s) to the Department Head (such as where the Department Head is unavailable or where

the allegation of misconduct involves the Department Head) the employee may instead report the incident(s) to the Mayor.

If an employee becomes aware of harassing conduct, regardless of whether such harassment directly affects that employee, the employee should immediately report that information to his / her Department Head or the Mayor.

Administration's Responsibility: Department Heads shall immediately inform the Mayor about any incident(s) reported to them by employees.

The Mayor shall respond to all complaints in accordance with this Policy.

The Mayor shall prohibit retaliation of any kind against employees who, in good faith, bring sexual harassment complaints or assist in investigating complaints.

The Mayor and Department Heads shall hold all employee complaints in strict confidence except to the extent necessary to investigate and prosecute the complaint or unless disclosure is required by state law.

3.4 PROCEDURE FOR COMPLAINT

Complaint To Be In Writing: The employee alleging sexual harassment must provide details of the alleged conduct in writing in order for the City to pursue the complaint. If the complainant refuses to provide details sufficient to allow the City to properly investigate the complaint, the matter may or may not be further investigated by the City. The determination as to whether to further investigate shall to be at the discretion of the Mayor and the City Attorney.

Investigation: Immediately upon receipt of a complaint of sexual harassment, the Mayor will conduct a thorough investigation to determine if sexual harassment has occurred or if any policy has been breached. If such investigation confirms the allegation, appropriate disciplinary action, up to and including termination, will be taken. Any evidence deemed relevant may be considered during the investigation and review of the complaint including but not limited to:

- Nature and seriousness of the complained action;
- The effectiveness and advisability of counseling;
- Any contribution on the part of the complainant.

Suspension During Investigation: If the circumstances warrant, the respondent may be suspended with or without pay for a period not to exceed two (2) weeks, pending a complete investigation.

Respondent's Written Answer: After the Mayor has completed the initial investigation, the respondent will be given a copy of the complaint filed against him or her and shall be informed of the seriousness of the allegation. The respondent will have the opportunity to respond to the allegation in writing within forty-eight (48) hours after receipt of a copy of the complaint. In the event the respondent requires additional time

to prepare a response, the respondent may request additional time from the Mayor. A request for additional time may not be unreasonably denied.

Decision: Following receipt of the respondent’s answer and the completion of any additional investigation, a written decision will be delivered to the complainant and the respondent. The decision may include, but should not necessarily be limited to, no adverse personnel action, counseling, admonishment, reprimand, demotion, suspension with pay, suspension without pay, and/or termination of employment.

Sexual Harassment Complaint Records: All records concerning a sexual harassment complaint shall be kept in a locked file in the City Secretary’s office. Access shall be only with the Mayor’s approval to parties who have a direct and relevant need to know, unless access is otherwise required by state law.

ARTICLE FOUR: WAGES AND HOURS

4.1 WAGES

The wage of each new employee shall be set by the appropriate Department Head and approved by the Mayor. New Department Head’s appointed by Council will have wages set by the Council. All salary increases/decreases are set and approved by Council. Payments to employees will be in compliance with the Fair Labor Standards Act.

Pay periods are from 12:00 am Sunday to 11:59 pm Saturday. Payroll will be disbursed weekly; pay day is every Friday unless it falls on an officially approved holiday, in which case pay day will be the day before the holiday begins.

4.2 PAY RAISES, PROMOTIONS

No employee is entitled to a pay raise or promotion solely by virtue of being with the City for a particular length of time or solely by virtue of seniority over other employees. No employee is automatically entitled to a pay raise each year; however, a cost of living raise will be considered during a yearly review. All raises and promotions, if any, will be given on the basis of merit, of the best interest of the City, and funds available to the City.

4.3 RETIREMENT PLAN

Full time employees are required to participate in the City’s retirement plan through Texas Municipal Retirement System. Employees contribute 7% of their gross weekly pay, which is payroll deducted and pre-tax. The City matches each employee’s contributions with an equal amount. Employees are considered “fully vested” after 5 years of continuous employment with the City.

4.4 INSURANCE

The City will provide health insurance and Workers Compensation Insurance for all full time employees and pay the complete cost. Full-time employees who wish to insure any dependents may do so at their own expense. Dental insurance is optional and also at employee’s expense.

4.5 HOURS OF WORK IN GENERAL

Work Hours: The normal work week for salary and hourly basis employees is 8:00 a.m. to 5:00 p.m. Monday through Friday. Flexible schedules MAY be considered for certain employees, only if first approved by the Department Head and/or Council. Salaried employees shall work additional hours whenever required. Hourly paid employees will be compensated for overtime hours worked.

City Hall Hours: Normal City Hall hours shall be 8:00 am to 12:30 pm and 1:30 pm to 5:00 pm Monday through Friday. City Hall will be closed 12:30 pm to 1:30 pm for employee lunch break.

Breaks: Full-time employees are allowed two fifteen minute breaks. One in the morning and one in the afternoon. Overtime requires extra breaks at the rate of one break for every 3 hours of work.

Time Clock: Hourly employees in the City's Public Works Department shall clock in when arriving for work and clock out when leaving work. Any mistakes or corrections on time MUST be initialed by the Public Works Director, along with an explanation for the correction.

Promptness: Each employee is expected to be on time for work. If any employee is going to be late or unable to come to work, employee must call his/her Department Head within 30 minutes of the time employee was scheduled to report to work.

4.6 COMPENSATORY/OVERTIME

Exemptions from FLSA (Overtime Compensation): Administrative employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are expected to render necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this assumption in mind.

Extra hours worked by administrative employees may be used as a factor in granting or denying paid leave other than vacation or sick leave.

Overtime Worked: The policy of the City is to keep overtime to a minimum. However, employees may be required to provide services in addition to normal hours or on weekends or holidays. Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA). In the City, this is 40 hours per seven day workweek.

On-call employees that are required to report to work for an emergency on weekends or before or after normal business hours will receive a minimum of 2 hours added to the employee's time card.

Overtime Compensation: All time cards are to reflect the actual hours worked. It is anticipated that on occasion an employee may have to work overtime. Supervisors must approve overtime in advance of the time worked. Failure to receive prior approval could lead to disciplinary measures up to and including termination.

Approved paid absences, including, but not limited to, vacation leave, sick leave, holiday leave, FMLA, military leave, jury and witness duty, unpaid leave, are not counted as time worked for the purposes of computing overtime.

Nonexempt employees are compensated for overtime worked (defined as more than 40 hours of work in a seven-day period) by being given either:

-Payment at the rate of one and one-half times the employee's regular hourly rate; or

-Compensatory time off may be taken in lieu of paid overtime if approved by the Department Head.

Compensatory Time: The City discourages the accumulation of compensatory time off at one and one-half times the number of hours worked because of the contingent financial liability this creates for the City.

Any compensatory time earned must be used within a reasonable period of time of the date the overtime was worked. As a general rule, no more than 15 hours of compensatory time (representing 10 overtime hours worked) will be allowed to accumulate for employees without the express written consent of the Mayor and any compensatory time accrued should be used or paid within 90 days of the date it was earned. Any accumulated but unused compensatory time in an employee's account at the time of termination will be paid in the employee's final paycheck.

4.7 HOLIDAYS

Full time employees are entitled to the following paid holidays as approved by the City Council.

1.	New Year's Eve (1/2 day)	December 31
2.	New Year's Day	January 1
3.	Martin Luther King Jr. Day	3 rd Monday in January
4.	President's Day	3 rd Monday in February
5.	Good Friday	Friday before Easter Sunday
6.	Memorial Day	Last Monday in May
7.	Independence Day	July 4
8.	Labor Day	1 st Monday in September
9.	Veterans Day	November 11
10.	Thanksgiving Day	4 th Thursday in November
11.	Friday after Thanksgiving Day	4 th Friday in November
12.	Christmas Eve	December 24
13.	Christmas Day	December 25

Should the date of any official holiday fall on a Saturday, the holiday will be taken on the preceding Friday. If the official holiday falls on a Sunday, the following Monday will be observed.

When a holiday occurs during an employee’s vacation, that holiday will not be charged against his/her as a vacation day.

ARTICLE FIVE: VACATION

5.1 **IN GENERAL**

Full time employees are eligible for paid vacation after one year of employment with the City. Vacation time is awarded on the employee’s anniversary date and according to length of tenure as follows:

Length of Employment	Hours Awarded
One Year	40
Two to Four Years	80 per year
Five to Ten Years	120 per year
Ten Years and up	160 per year

5.2 **ACCUMULATION OF VACATION TIME**

40 hours of vacation time may be carried over from one year to the next. Any remaining vacation time above the allowable 40 hours will be discarded. Exceptions MAY be made due to unusual circumstances, and must be approved by Council.

If an employee’s total vacation time is at least 80 hours, up to 40 of those hours may be sold back to the City in lieu of time off. Employee must have prior written consent from the appropriate Department Head or obtain Council approval.

5.3 **TERMINATION OF EMPLOYMENT ~ VACATION LEAVE EARNED**

If an employee’s service is terminated at any time for reason **other than** discharge for cause, the employee shall be paid for all vacation leave earned to the date of termination; but will not earn additional leave credit for any period of time the employee is carried on the payroll in vacation leave status.

5.4 **SCHEDULING**

Vacation leave shall be scheduled with the employee’s Department Head to the convenience of the employee, but in so far as possible so as not to cause interference with the normal function of the City.

5.5 **EXTENSION OF VACATION**

The Mayor and City Council reserves the right to extend vacation of any employee, with or without pay, beyond that to which such employee would otherwise be entitled under the provision of the Article.

ARTICLE SIX: SICK LEAVE

6.1 **IN GENERAL**

All full-time employees will receive 40 hours sick leave per year, after 1 (one) year of continuous employment by the City. This leave is for illness and NOT to be used as “personal” days.

6.2 ACCUMULATION OF SICK TIME

Sick leave may not be accumulated, traded or paid out to an employee for unused time. Vacation time may be supplemented for sick leave

6.3 TERMINATION OF EMPLOYMENT / SICK LEAVE EARNED

Upon termination/separation of any kind, the employee shall **not** be paid for any sick leave they may have remaining

ARTICLE SEVEN: OTHER ABSENCES FROM WORK

7.1 FAMILY DEATH LEAVE

Following the death of an immediate family member, employees may take up to 4 calendar days, with pay, for arrangements and services. An additional 10 working days may be taken, with Council approval, without pay. (See Sec. 1.1 for clarification on immediate family members)

7.2 EMERGENCY SITUATIONS OR EVACUATIONS

The Mayor, in situations of an unusual nature, may grant a leave of absence with or without pay. This leave is designed to provide time off for probationary and permanent employees who have emergencies arise in their immediate family, such as family illness, accident or injury. In no case should this leave exceed 3 working days annually.

Pay for elective or mandatory evacuation due to natural or manmade disaster will be considered on a case by case basis.

7.3 INJURIES ON THE JOB

City employees are provided with Worker’s Compensation insurance. Any injury on the job requiring the employee to seek medical attention must be reported to the City Secretary immediately. Certain protocol must be followed in filing the Worker’s Compensation claim. For example, unless the injury requires emergency treatment, only certain medical providers will be covered by the insurance.

If an employee sustains a bona fide, on the job, work-related injury which renders him/her unfit for performing the duties of the job, the employee will receive pay from the workers’ compensation insurance group beginning after the 7th day of missed work.

An employee receiving workers’ compensation payments is not entitled to receive either additional holiday pay or other holiday benefits.

Injury leave begins on the first scheduled workday of disability and continues until the employee returns to work, or is released by physician to return to work.

7.4 JURY DUTY AND WITNESS SERVICE

Employees will be granted paid leave for Jury/Witness duty provided they supply evidence of such service or appearance. If an employee is dismissed from jury duty before noon, he/she is expected to return to work. If an employee is requested to report for jury duty at 12:00 noon or later, he/she shall report to work that morning and will be allowed enough time to go home and dress before reporting for such jury duty. The employee will retain compensation paid to the employee for jury duty.

7.5 MATERNITY LEAVE

Full time employees may be granted up to twelve weeks maternity leave without pay. Accumulated sick and vacation leave may be used during this time in order to continue receiving pay as long as possible. Absences longer than twelve weeks postpartum must be approved by the City Council or the employee's position will be considered vacated. The City of Redwater will follow all federal laws regarding maternity leave.

7.6 ADDITIONAL PERSONAL LEAVE WITHOUT PAY

An employee may, under appropriate circumstances, request a leave of absence without pay. Permission for leave must be secured prior to the first day of leave, and must be approved by the Mayor, or in his/her absence, the Mayor Pro Tem.

ARTICLE EIGHT: DISCIPLINARY ACTION

8.1 VERBAL WARNING OR REPRIMAND

A verbal warning or reprimand puts the employee on notice that his/her behavior must improve or more serious action will be taken. A verbal warning is given in private with a witness, and a record of it will be placed in the employee's work file. The employee's Department Head, the Mayor, or in the Mayor's absence, the Mayor Pro Tem, has the authority to issue a reprimand.

8.2 WRITTEN REPRIMAND

A written reprimand is needed when no improvement has been made in employee behavior and/or performance. The written reprimand will be signed by the employee and the employee's Department Head, a copy will be given to the employee, and the original will be placed in the employee's personnel file. The employee's signature on the written reprimand does not signify that the employee agrees with what is written; only that he/she has read it and received a copy. The written reprimand will offer ample space for the employee to write his/her rebuttal. The employee's Department Head, the Mayor, or in the Mayor's absence, the Mayor Pro Tem, has the authority to issue a written reprimand. If no improvement is seen, then disciplinary action will need to be escalated.

8.3 SUSPENSION

A suspension involves the removal of an employee from his/her job with pay, pending City Council action. Suspension is used when a major rule is violated or when prior disciplinary action has not corrected the situation. The employee's Department Head, the Mayor, or in the Mayor's absence, the Mayor Pro Tem, shall have the authority to suspend an employee.

8.4 TERMINATION

Terminating an employee is the last resort for City Council, and will be reserved for the most serious offenses or when previous actions have failed. This does not prohibit the City Council from terminating any employee with or without cause at any time at the discretion of the City Council.

8.5 APPEALS

The employee reserves the right to appeal any disciplinary action performed by the employee's Department Head, the Mayor, or Mayor Pro Tem, before the City Council. Appeals must be in writing, and if the employee is suspended, the appeal must be filed the first working day after the suspension. If discipline was not suspension, employee must file written appeal within five days of disciplinary action. Written appeals must include the date, an explanation of why the disciplinary action is unjust, and the employee's signature. City Council will have five working days to investigate the situation and respond to the employee.

The decision of the City Council is final. If the Council's decision is in favor of the employee, his/her record will be adjusted accordingly, and any back pay benefits lost will be returned in full. Copies of all appeals will be kept in the employee's personnel file.

ARTICLE NINE: USE OF CITY PROPERTY

9.1 GENERAL

The City provides each employee with adequate tools, equipment, and vehicles for the job being performed, and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all applicable regulations.

9.2 USE OF TOOLS, EQUIPMENT, PROPERTY, & VEHICLES

Employees who are assigned tools, equipment, vehicles, or any other City property by their departments are responsible for them and for their proper use and maintenance, including cleanliness. Improper use and/or maintenance may result in disciplinary action.

City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for the maintenance and operations of the City. No personal use of any City property, materials, supplies, tools, or equipment is permitted at any time. Upon termination of employment, employees must return any City property in their possession. Failure to return all City property in the employee's possession may result in legal action by the City against the employee.

9.3 VALID DRIVER'S LICENSE

All operators of City vehicles are required to have the valid driver's license necessary for legal operation of that vehicle in the State of Texas and to keep their supervisors informed of **any** changes of status in their licenses. The City Secretary may conduct periodic checks of the driving records of all employees who operate City vehicles. An employee who is required to drive as an essential function of his or her job must

maintain a driving record satisfactory to the City's general liability insurance carrier, or the employee will be restricted from driving and/or disciplined up to and including dismissal.

Probation, suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion, restriction, or dismissal.

9.4 VEHICLE INSURANCE AND ACCIDENT REPORTING

The City maintains up-to-date insurance coverage on all vehicles owned by the City. The Public Works Director will ensure that current insurance cards are placed in all City vehicles.

Any employee operating City vehicles or equipment must report all vehicular accidents and property damage or liability claims to his or her Department Head.

Each vehicular accident, no matter how minor, must be reported to the City Secretary so that an insurance claim can be filed. Failure to notify the City Secretary immediately may result in disciplinary action.

ARTICLE TEN: SAFETY

10.1 POLICY

It is the policy of the City to make every effort to provide healthful and safe working conditions for all of its employees.

10.2 EMPLOYEE RESPONSIBILITY AND REPORTS

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

An employee must report every on-the-job accident, no matter how minor, to his or her supervisor within 24 hours. The supervisor is responsible for filing all accident reports immediately with the City Secretary.

Failure to report an on-the-job injury, no matter how minor, is grounds for disciplinary action.

10.3 EMPLOYEE SUGGESTIONS

Employees shall immediately report to their supervisors any conditions that, in their judgment, threaten the health and safety of employees or visitors.

ARTICLE ELEVEN: PROFESSIONAL DEVELOPMENT

11.1 GENERAL POLICY

The City encourages its regular full-time employees to take advantage of educational or training opportunities and professional memberships which are related to and will enhance the performance of their work with the City.

11.2 REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES

When the City requires an employee to attend any educational or training course, conference, or seminar, the City will provide the necessary time off with pay, and will pay for associated costs, including tuition or registration fees, hotel costs, and transportation costs directly to the entity involved.

Employees that drive a personal vehicle must keep a mileage log and will be reimbursed at a rate determined by the IRS Guidelines. The Mileage Log must be turned into the City Secretary. Meal Per Diem will be paid out at a rate of \$40 per day per person while at conference; however, if any meals are provided by the hotel or the conference/seminar, Per Diem will be paid at the following rates for any meals NOT provided to the employee:

Breakfast:	\$10
Lunch:	\$15
Dinner:	\$20

11.3 WATER & WASTEWATER LICENSES

Classes: The City will pay registration fees, lodging, and Per Diem for employees attending classes required to obtain water and/or wastewater licenses. Employees shall drive a City-owned vehicle to attend classes; however, if for some reason a City vehicle is unavailable, the City will reimburse the employee for mileage at a rate determined by the IRS Guidelines.

Testing: The City will pay testing fees and Per Diem (lunch only) for employees required to travel to Tyler, TX or elsewhere to take a water and/or wastewater exam. Employee shall drive a City-owned vehicle. Employees will be given two (2) chances to pass the test. If the employee does not achieve a passing grade after two (2) attempts, he/she will continue taking the test at the employee's own expense until a passing grade is received.

Certification Pay: After an employee has passed certain exams and obtained his/her license, the employee shall receive monthly Certification Pay based on the level of license obtained. In addition to the employee's regular rate of pay, the Certification Pay will be paid on the first payday of every month. The rates are as follows:

Water or Wastewater	Monthly Pay
Class D License	\$25
Class C License	\$50
Class B License	\$75
Class A License	\$100

Certification Pay only applies to employees who obtain licenses while employed with the City of Redwater. A new hire already holding water and/or wastewater licenses will not receive Certification Pay for those licenses; however he/she can obtain the next

level license while employed with the City of Redwater and receive the appropriate rate of Certification Pay for the new license(s).

11.4 PROFESSIONAL MEMBERSHIP AND SEMINARS

Subject to the prior approval of the Mayor, an employee who joins a professional association related to his or her work at the City may be reimbursed for dues and necessary travel expenses when meetings are judged to offer special training or information of value to the employee in his or her work at the City. Likewise, the employee may be reimbursed for conference or seminar expenses if the conference or seminar is related to his or her work and proper authorization is obtained in advance.

11.5 COLLEGE COURSES AND EDUCATIONAL PROGRAMS

It is the purpose of the City of Redwater to provide quality services for its citizens by encouraging upward mobility, employee development, and excellence of performance by sharing the expense of approved courses and educational programs. Therefore, to encourage personal and professional development, the City may provide tuition to eligible regular full-time employees for job-related courses that will benefit the City.

Scheduling: Employees are responsible for scheduling classes that will not conflict with their work schedule. Employees shall not be permitted to attend courses under this educational program during work hours unless authorized by the Mayor. Employees attending courses under this program shall not be compensated for their course work as hours worked.

Service Requirements: Requirements for continued service with the City of Redwater after course completion are an assurance that the City will benefit from employee participation in the program. A two (2) year service requirement begins on the date the course is completed. A separate two year service requirement must be completed for each course completion. If an employee leaves City of Redwater employment for any reason before a service requirement is completed, the employee may be required to repay the City all or part of the tuition that was paid for the employee.

Repayment Obligations: If the service requirement is not completed, the debt will be paid in one of the following ways:

- a. If the employee has worked less than one year of the service requirement, the employee will repay the City the full amount of the tuition paid for the employee.
- b. If the employee has worked at least one year, but less than two years of the service requirement, the employee will repay the City 50% of the amount of the tuition paid for the employee.

If a termination of employment occurs, whether voluntary or involuntary, and the employee owes a repayment amount, and he/she does not otherwise repay the amount, the repayment amount will be deducted from his/her final paycheck(s) issued after the termination decision occurs.

ARTICLE TWELVE: MISCELLANEOUS

12.1 APPEARANCE AND DRESS

Each employee is expected to dress appropriately and to maintain the standards of personal grooming as required in representing the City of Redwater. Public Works employees that are required to wear a uniform shall wear the uniform during business hours in accordance with the Public Works Director's instructions.

12.2 BEREAVEMENT POLICY

City employees and City Council members shall receive, upon the death of a spouse or a child, either flowers or a monetary donation of \$50. Families of a City employee or a City Council member shall receive, upon the death of the employee or Council member, either flowers or a monetary donation of \$100.

12.3 OUTSIDE EMPLOYMENT

Any employee is allowed to obtain outside employment providing it does not conflict with his/her City employment. A full time City employee that has outside employment must consider the City to be his/her primary employer.

12.4 AT WILL EMPLOYMENT

The City Council reserves the right to interpret, change, suspend, cancel or dispute, all or any part of this Policy, procedures or benefits discussed herein. Employees will be notified of any change. Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the City retains the right to terminate any employee at any time, for any or no reason, with or without notice.

12.5 RESIGNATION

An employee who intends to resign must notify his or her Department Head, the Mayor, or in the Mayor's absence the Mayor Pro-Tem, in writing, of the date on which he or she wishes resignation to be effective. This notification should be given at least ten (10) working days prior to the employee's last day of employment.

An employee who resigns without sufficient notice is subject to having a written reprimand placed in his or her personnel file documenting this violation of personnel policies, unless there is a valid reason for not giving sufficient notice that is approved by the Mayor.

The City, at its option, may elect to accept a resignation immediately.

Employees who fail to give at least 10 days notice will not be eligible for rehire and will not be eligible to be compensated for unused vacation time.

12.6 SEVERABILITY

The provisions of these policies are severable. If any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining

provisions or parts of provisions, which shall remain in force and effect. Changes in state or federal law or regulations will supersede these policies from the effective date of the law or regulation forward.

12.7 SIGN AND ACCEPT

All employees shall be given a copy of this policy, and sign a receipt for the same. The acknowledgement for receipt shall be kept in the employee's file.