

**CITY OF CORINTH, TEXAS
ORDINANCE NO. 22-07-07-26**

AN ORDINANCE OF THE CITY OF CORINTH, ADOPTING THE 2022 PERSONNEL POLICY MANUAL AS THE PERSONNEL POLICY OF THE CITY OF CORINTH, REPEALING ALL CONFLICTING ORDINANCES AND PRIOR VERSIONS OF THE PERSONNEL POLICY MANUAL, AND PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City of Corinth Personnel Policy Manual (“Manual”) was last adopted in 2016 and last revised in August 2020 with an effective date of October 1, 2020; and

WHEREAS, the City Manager and Staff have recommended the adoption of the 2022 revisions to the Manual as presented herein as Exhibit “A”; and

WHEREAS, after review and consideration of this recommendation, the City Council wishes to adopt the 2022 Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CORINTH, TEXAS:

SECTION 1.

That the recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2.

That the City Council of the City of Corinth, Texas hereby adopts Exhibit A, attached hereto and incorporated as if set forth full herein, in its entirety, as the 2022 City of Corinth Personnel Policy Manual.

SECTION 3.

If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or the application thereto to any persons or circumstances, is held invalid, such invalidity shall not affect the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 4.

That all ordinances or Manuals of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5.

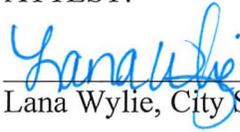
That this Ordinance shall take effect on July 11, 2022. The Human Resources Director shall notify all employees of the revised Manual.

PASSED AND APPROVED THIS 7TH DAY OF JULY, 2022.



Bill Heidemann, Mayor

ATTEST:



Lana Wylie, City Secretary



APPROVED AS TO FORM:



Patricia A. Adams, City Attorney

City of Corinth



Personnel Policy Manual

ORDINANCE NO. ~~20-08-20-26~~22-07-07-XX
Amending Ordinance No. 16-07-21-22

~~LAST REVISION APPROVED ON AUGUST 20, 2020~~

Effective: ~~October 1, 2020~~ July 11, 2022

Personnel Policy Manual

Table of Contents

<p>Section 1 Introductory Statement4</p> <ul style="list-style-type: none"> A. Policy4 B. Questions.....4 C. Objectives.....4 D. Official Policy4 E. Responsibilities4 F. Reservation5 G. Disclaimer5 <p>Section 2 Employment-at-Will5</p> <ul style="list-style-type: none"> A. Voluntary Employment.....5 B. Contractual Obligations5 <p>Section 3 Equal Employment Opportunity Policy & Reporting Procedures6</p> <ul style="list-style-type: none"> A. Equal Employment Opportunity6 B. Unlawful Discrimination and Harassment.....6 C. Sexual Harassment7 D. Reporting Procedures.....7 <p>Section 4 Employment and Selection....8</p> <ul style="list-style-type: none"> A. General8 B. Administrative Guidelines9 C. Selection Procedures9 D. Conditions of Employment10 E. Promotions and Transfers.....11 F. Employee Classifications12 G. Re-employment.....12 <p>Section 5 Orientation and Training....12</p> <ul style="list-style-type: none"> A. Purpose.....12 B. Responsibilities13 C. Training13 D. Tuition Reimbursement14 <p>Section 6 General Work Rules14</p> <ul style="list-style-type: none"> A. Work Hours and Attendance.....14 B. Outside Employment.....16 C. Employee Safety17 D. Use of Equipment and Property18 E. Solicitation.....18 	<ul style="list-style-type: none"> F. Residency Requirement or Reasonable Response Time.....18 G. Tobacco Use.....19 H. Employee Weapons Policy19 <p>Section 7 Drug Free Workplace22</p> <ul style="list-style-type: none"> A. Purpose and Scope22 B. Standards of Conduct23 C. Treatment24 D. Testing.....24 <p>Section 8 Code of Ethics.....25</p> <ul style="list-style-type: none"> A. Policy25 B. Purpose.....25 C. Commitment.....25 D. Conflict of Interest26 E. Personal Financial Interests (Substantial Interest).....26 F. Business Gifts and Entertainment....27 G. Responsibilities27 <p>Section 9 Compensation.....27</p> <ul style="list-style-type: none"> A. Purpose.....27 B. Determination of Exempt/Non-Exempt Status28 C. Work Hours and Overtime28 D. Receiving Pay308 E. Certification Incentive Pay31 F. Education Pay32 G. Longevity Pay32 H. Separation Pay33 <p>Section 10 Discipline.....33</p> <ul style="list-style-type: none"> A. Observance of Rules and Policies....33 B. Responsibilities33 C. General Procedures34 D. Forms of Disciplinary Action34 E. Appeals35 <p>Section 11 Performance Appraisal36</p> <ul style="list-style-type: none"> A. Purpose.....36 B. Responsibilities36
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Section 12 Leave Policies36

- A. Purpose.....36
- B. Vacation36
- C. Sick Leave.....37
- D. Holidays39
- E. Bereavement Leave40
- F. Administrative Leave41
- G. Family and Medical Leave.....41
- H. Military Leave.....42
- I. Civil Leave43

Section 13 Workers' Compensation46

- A. Policy46
- B. Responsibilities46
- C. Benefits47

Section 14 Employee Benefits.....47

Section 15 Vehicle Use Policy48

- A. Policy48

B. Definitions.....48

C. Driver Licenses and Driving Records49

D. Driver – Safety and Training50

E. Use of City Vehicles.....50

F. Use of Personal Vehicles.....52

G. Vehicle or Equipment Accident Procedures.....53

H. Vehicle Accident Review Procedures54

Section 16 Fire Department.....55

- A. Operations55

Section 17 Police Department.....55

A. General Orders, Standard Operating Procedures & Code of Conduct55

B. City Issued Law Enforcement Equipment.....56

1 **Section 1 Introductory Statement**
2 _____

3 A. Policy
4

5 It is the policy of the City of Corinth to maintain a Personnel Policy Manual (referred to as the
6 Manual) to inform all employees of applicable policies and procedures. Further, it is the
7 responsibility of all employees, especially supervisors, to ensure that the policies and procedures
8 are followed. Also, please be advised that no Personnel Policy Manual can anticipate every
9 circumstance or question about policy and procedures. The contents of this Manual are not
10 intended, and should not be construed, as creating any contractual rights.
11

12 B. Questions
13

14 Employees who have questions regarding how a policy pertains to their particular situation should
15 consult their supervisors or the Human Resources Director or Representative.
16

17 C. Objectives
18

19 The objectives of the Manual are as follows:
20

- 21 1. To ensure uniform understanding and application of the City's Personnel policies and
22 procedures.
- 23 2. To identify the authority and responsibility for administering Personnel policies and
24 procedures.
- 25 3. To standardize the handling of recurring Personnel administration matters.
26
- 27 4. To provide a basis for informing and counseling employees as well as training supervisors
28 in Personnel administration.
29
- 30
- 31

32 D. Official Policy
33

34 This Manual contains the approved Personnel policies and procedures for the City. The contents
35 have been approved by the City Manager and City Council. The Manual is intended to serve as a
36 primary medium of communication to inform management, supervisors, and employees regarding
37 standard Personnel matters. These policies apply to all Personnel of the City of Corinth. This
38 Manual supersedes all previous manuals, agreements, policies and procedures, whether written or
39 oral, expressed or implied, relating to employment, and shall not be changed or subject to change
40 orally.
41

42 E. Responsibilities
43

44 Individual responsibilities regarding Personnel, policies and procedures are outlined herein.
45

- 46 1. The City Manager or designee will administer and maintain an up-to-date Manual. The
47 City Manager may also issue additional directives and/or associated procedures to amplify
48 or clarify the policies outlined herein.
49
- 50 2. The Human Resources Director or designated representative (Human Resources Office) is
51 responsible for the preparation and distribution of the Manual to supervisors and others as
52 directed by the City Manager. The Human Resources Director shall periodically audit the
53 Manual to determine areas that may need revision or new policies. The Human Resources
54 Director shall submit proposed changes to the City Manager for review and consideration.
55
- 56 3. Employees will receive and sign for a copy of the Personnel Policy Manual, indicating
57 understanding and the requirement for adhering to all policies contained in the Manual.
58 All employees are required to comply with all provisions of this Manual.
59

60 F. Reservation

61
62 The City retains the right to revise, cancel, or otherwise change any of the published or unpublished
63 Personnel policies and procedures at its discretion. Notice of proposed changes shall be provided
64 to employees prior to the effective dates. The proposed changes shall become effective
65 immediately after the notice is given unless otherwise stated in the notice.
66

67 G. Disclaimer

68
69 The contents of this Manual are to serve merely as a guideline with respect to uniform and
70 consistent treatment of employees. Nothing contained in this Manual is intended to create and
71 should not be construed as creating an employment contract, a contractual right of continued
72 employment, or any restriction on traditional prerogatives of the City in the management of its
73 workplace; and the contents of the Manual are subject to revision at any time by the City Manager
74 with Council approval.
75

76 **Section 2 Employment-at-Will**

77 A. Voluntary Employment

78
79 Employment with the City of Corinth is voluntarily entered into, and the employee is free to resign
80 at will at any time, with or without cause. Similarly, the City may terminate the employment
81 relationship at will, at any time, with or without notice or cause.
82
83

84 B. Contractual Obligations

85
86 Policies set forth in this Manual are not intended to create a contract, nor are they to be construed
87 to constitute contractual obligations of any kind or a contract of employment between the City and
88 any of its employees. The provisions of this Manual have been developed at the discretion of the
89 City and, except for its policy of employment-at-will, may be amended or canceled at any time, at
90 the City's sole discretion.
91

92 **Section 3 Equal Employment Opportunity Policy & Reporting Procedures**
93

94 This Section 3 applies to all employees, volunteers, or interns [collectively “employee(s)”] for the
95 purposes of this section only.

96
97 **A. Equal Employment Opportunity**
98

- 99 1. The City is an equal employment opportunity employer (EEO) and does not discriminate
100 against employees or job applicants on the basis of race, religion, color, sex (as defined by
101 applicable state and federal law), age, national origin, disability, veteran status, or any other
102 status or condition protected by applicable federal, state and local laws.
103
- 104 2. The City:
105
- 106 a. Recruits, hires, trains, and promotes persons in all job titles without regard to
107 race, religion, color, sex, age, national origin, disability, veteran status, or any
108 other status or condition protected by applicable federal, state and local laws.
109
- 110 A. Ensures that all Personnel actions such as compensation, benefits, transfers,
111 layoffs, returns from layoff, training, education, and social and recreational
112 programs are administered without regard to race, religion, color, sex, age,
113 national origin, disability, veteran status, or any other status or condition
114 protected by applicable federal, state and local laws.
115
- 116 3. All forms of employment discrimination with regard to employees or job applicants,
117 including any form of racial slurs, religious intimidation, epithets, sexual advances or
118 harassment, are prohibited. Any charges will be investigated; and, if warranted, appropriate
119 disciplinary action will be taken.
120
- 121 4. Employees who have suggestions with regard to equal employment are encouraged to
122 contact the Human Resources Director.
123

124 **B. Unlawful Discrimination and Harassment**
125

- 126 1. It is the City’s policy that all employees shall be able to enjoy a work environment free
127 from all forms of unlawful discrimination and harassment. Unlawful discrimination or
128 harassment is aggressive, suggestive, or offensive behavior based upon race, religion,
129 color, sex, age, national origin, disability, veteran status, or any status in any group
130 protected by federal, state or local law. The City does not tolerate improper interference
131 with the ability of the City’s employees to perform their expected job duties.
132
- 133 2. Prohibited conduct includes, but is not limited to epithets, slurs and negative stereotyping;
134 threatening, intimidating or hostile conduct; denigrating jokes and comments; and writings
135 or pictures that single out, denigrate or show hostility or aversion toward someone on the
136 basis of a protected characteristic. Conduct, comments or innuendoes that may be
137 perceived by others as offensive are wholly inappropriate and are strictly prohibited. This

138 policy also prohibits sending, showing, sharing or distributing in any form, inappropriate
139 jokes, pictures, comics, stories, etc., including, but not limited to via facsimile, e-mail
140 and/or the Internet. All City employees are entitled to a workplace free of unlawful
141 harassment by management, supervisors, co-workers, citizens and vendors. City
142 employees are also prohibited from harassing citizens, vendors and all other third parties.
143 Any form of discrimination or harassment may result in disciplinary action up to and
144 including termination of employment.
145

146 C. Sexual Harassment

147
148 1. Sexual harassment may exist when an employee, in order to obtain a sexual favor, exercises
149 or threatens to exercise the authority and/or power of his or her position to control,
150 influence, direct or affect the job, duties, earnings or career of another employee. Sexual
151 harassment may also occur when the use of sexually explicit language, pictures or conduct
152 creates a hostile or offensive working environment. Any form of sexual harassment may
153 result in disciplinary action up to and including termination of employment.
154

155 2. Unlawful harassment includes, but is not limited to:

156
157 a. Making unwanted sexual advances or request for sexual favors, or other verbal or
158 physical acts of a sexual nature, such as uninvited touching or sexually related
159 comments.
160

161 b. Making the acceptance or refusal of sexual advances a basis for employment decisions
162 or a condition of employment.
163

164 c. Creating an intimidating, offensive, or hostile workplace by, for example:
165

166 *Verbal Conduct:*

167 Sexual innuendos, sexually suggestive comments, jokes of a sexual nature,
168 unwanted sexual advances, suggestive or insulting sounds, graphic
169 commentaries about a person's body.
170

171 *Visual Conduct:*

172 Leering, obscene gestures, sexually suggestive objects or pictures, cartoons or
173 posters, suggestive or obscene notes, letters or e-mail.
174

175 *Physical Conduct:*

176 Assault, interference with work, or any unwanted physical contact of a sexual
177 nature.
178

179 D. Grievance Procedures

180
181 Employees may report a grievance when they reasonably believe they or another employee have
182 been subjected to a discriminatory working environment, sexual harassment, or other harassing,
183 illegal or discriminatory practice. Concerns regarding items such as schedules, grant or denial of

184 vacation, and disciplinary appeals are not covered under this policy unless the employee believes
185 such items are motivated by discriminatory animus.

186
187 Level I: An employee may submit in writing a complaint to either (a) their supervisor or
188 Department Director, or (b) the Human Resources Director. Oral reports will also
189 be accepted and investigated where time is of the essence or other circumstances
190 prevent the employee from providing a written complaint.

191
192 The complaint must be submitted within fourteen (14) calendar days from the date
193 the employee first knew or, with reasonable diligence, should have known of the
194 action giving rise to the grievance or complaint.

195
196 The supervisor, Department Director, Human Resources Director or designee will
197 investigate and evaluate the complaint within fourteen (14) calendar days and
198 respond to the employee regarding their findings. The Human Resources Director
199 may approve a reasonable extension of time to respond and notify the employee of
200 the new anticipated deadline to respond. If a response is not given within the
201 specified time limit, the employee may proceed to Level II.

202
203 Reasonable measures will be undertaken to preserve the confidentiality of
204 information reported during the investigation. No employee shall be retaliated
205 against for reporting or complaining in good faith of sexual harassment.

206
207 Level II: If the employee is not satisfied with the response by the supervisor, Department
208 Director, Human Resources Director or designee, the employee may appeal to the
209 City Manager. The City Manager or his/her designee will respond to the employee
210 regarding their findings within a reasonable time.

211
212 The City Manager or his/her designee's decision is final.

213
214 At the conclusion of the grievance process, if appropriate, disciplinary action, including, but not
215 limited to counseling, reprimand, suspension, demotion, or termination of individuals found to
216 have engaged in any prohibited conduct will be taken. Appropriate documentation of the grievance
217 and investigation will be made available to both parties.

218
219
220 **Section 4 Employment and Selection**

221
222 A. General

223
224 It is the policy of the City to recruit and select applicants for employment on the basis of job-
225 related qualifications and ability to perform a job. The employment decision is determined first
226 by whether there are any openings available and, second, by which applicant best meets the
227 requirements for the open position. Policies regarding promotion and transfer are based on job
228 requirements, job performance, and qualifications.

229

230 B. Administrative Guidelines

231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275

1. Applications are accepted for existing vacancies only. All applicants must complete an official application, as provided on-line by the City of Corinth. The Human Resources Director will maintain applications in accordance with legal guidelines.

The Fire Department will oversee the hiring of fire department employees and will forward information on successful candidates to the Human Resources Department.

2. False statements on the application or during employment interviews are grounds for rejection of the applicant or grounds for termination, if already employed.
3. Generally, initial screening of applicants shall be conducted by or according to directions of the Human Resources Director.
4. Screened applications will be referred from the Human Resources Office to the hiring supervisors. Only those applicants referred to the hiring supervisor by the Human Resources Office may be considered for selection.
5. All employment advertising will be placed by or be approved by the Human Resources Director.

C. Selection Procedures

1. Supervisors requesting additional or replacement personnel must submit a requisition that has been approved by the appropriate supervisor and the City Manager before steps are initiated to fill a vacancy.
2. Updated job descriptions must be on file with the Human Resources Director for each position to be filled.
3. The hiring supervisor will conduct reference checks and will work with the Human Resources Director to verify the validity of licenses or certificates, if required for the position.
4. The Department Director or designee will initiate all job offers and will schedule a time for the completion of the necessary forms and, if required for the position, a medical examination or other tests.
5. Testing. Any required tests (includes drug testing) will be administered under the direction of the Human Resources Director.
6. Vacancies may be posted internally prior to outside advertising.

276 D. Conditions of Employment

277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321

1. Criminal History Check. The City may request, through the City’s vendor, a criminal history check of an applicant as part of the employment process, to verify statements made on an application for employment and to determine if any convictions exist.

2. Driving Records. For positions requiring an employee to drive on business of the City, the Human Resources Director may request a list of convictions for traffic violations, and a verification that the potential employee has a valid driver license. The Human Resources Director may also request a review of an employee's driving record when considered for promotions or as a routine check of City employees. A person is ineligible for employment in a position that involves driving if the person has a poor driving record. A poor driving record is evidenced by any of the following:
 - a. Two or more at fault accidents in the last three years; or
 - b. Four or more moving violations in the last three years; or
 - c. A driving violation while intoxicated or under the influence (DWI/DUI) in the last five years; or
 - d. More than one DWI/DUI ever.

3. Pre-Employment Drug Testing. All applicants applying to positions that have a direct impact on the public’s or fellow employees’ health, safety and welfare through products or services provided by the City who receive a conditional offer of employment with the City must first pass a pre-employment drug test before employment may begin. The City will not hire any applicant who refuses to take the pre-employment drug test. If the results received by the City indicate that an applicant did not pass the pre-employment drug test, the offer of employment shall be withdrawn.

4. Commercial Driver License (CDL). Certain positions within the City require employees to have a Commercial Driver License or attain one within 90 days of date of employment.

5. Medical/Psychological/Physical Agility Exam Requirement. For those positions where physical capacity has been determined and documented as a job requirement, an offer of employment may be conditioned upon the satisfactory results of one or more examinations to determine the applicant’s ability to meet the established requirements. The City will designate the medical clinic for the examination and will be responsible for the cost of an examination required by the City

6. Nepotism. No officer of the City shall appoint, vote for, or confirm the appointment to any office, position, clerkship, employment or duty, of any person related within the ~~second~~ third degree by affinity or within the third degree by consanguinity to any member of the Council or the Mayor, when the salary, fees or compensation of such appointee is to be paid for, directly or indirectly, out of or from public funds or fees of office of any kind or

322 character whatsoever. Similarly, no person shall be hired or promoted by the City to a
323 position that is under the supervision of a relative by blood or marriage or with whom a
324 living arrangement exists. Applicants shall not be hired into, nor shall employees be
325 transferred into or promoted into positions that would cause them to be in a direct or
326 indirect supervisor/subordinate relationship with a relative as defined under Nepotism
327 (Section 4.D.6).

- 328
- 329 7. Uniforms for Employees. The City may furnish, provide for, or require uniforms for
330 designated positions as determined by the City Manager. This determination will be based
331 upon safety and security considerations, and the need for employee identification.
332
- 333 8. Personal Appearance. All employees are expected to dress in a manner appropriate to the
334 business environment in which they work, complying with safety standards as indicated by
335 department or industry standards. Clothing should be clean and comfortable but not
336 distracting. All office/public contact employees are expected to be appropriately dressed
337 and well-groomed to reflect a professional, business environment. Business casual attire
338 during working hours is permitted. Business casual does not include t-shirts, sweatshirts,
339 sweatpants, warm-up/wind suits, shorts, tank tops, flip-flop shoes, midriff baring tops,
340 camisole tops, or any other clothing determined by the supervisor to be unacceptable. No
341 visible body piercing except for ear lobes is permitted. Any questions about what is
342 considered to be appropriate business attire in the workplace should be directed to the
343 appropriate supervisor. The City reserves the right to relieve any employees of their duties
344 without pay until their appearance meets City standards.
345

346 E. Promotions and Transfers

347

348 When the position vacancy may be filled from within the City by promotion or transfer of qualified
349 employees:

- 350
- 351 1. The Human Resources Director will post the notice internally throughout the City for at
352 least five working days.

353

354 For the Fire Department, the posting of positions and oversight of promotional process will
355 be the responsibility of the Fire Chief with the information on the successful candidate
356 being forwarded to the Human Resources Department. All fire department promotions will
357 be posted at least sixty (60) days prior to the beginning of the promotional process.
358

- 359 2. Any employee with the proper qualifications ~~and with more than six months of service~~ is
360 eligible to apply for a vacant position. Applications should be submitted on an application
361 provided on-line by the Human Resources Director.
362
- 363 3. Internal applications are to be considered by the hiring supervisor according to the City's
364 established protocol for employment selection procedures as set forth in this section 4.
365
- 366 4. Positions that are not filled from the internal promotion process may be announced to the
367 general public. Employees of the City may also apply for a position after it has been

368 announced to the general public.

369

370 5. Promotional testing for Public Safety positions will be administered by their departments
371 in accordance with local, state and federal laws.

372

373 6. An employee desiring a transfer to another division or location should first discuss the
374 transfer with his or her supervisor. The employee should not contact another supervisor
375 until an interview has been arranged by the Human Resources Director.

376

377 7. Requests for transfer are subject to the approval of the supervisor(s) of the affected
378 division(s) and the City Manager.

379

380 8. A lateral transfer may be approved if the transfer furthers the interests of the City.

381

382

383 F. Employee Classifications

384

385 City employees will be classified as one of the following:

386

387 1. Regular Full-time. Employment in an annual budgeted position for a minimum of forty
388 (40) hours per week.

389

390 2. Regular Part-time. Employment in an annual budgeted position for a minimum of twenty
391 (20) hours per week and less than forty (40) hours per week.

392

393 3. Seasonal/Temporary. Employment in a position established for a specified period and
394 seasonal employment. A temporary position may consist of any number of hours.

395

396 The City will comply with the provisions of the Patient Protection and Affordable Care Act, as
397 amended (PPACA) when determining eligibility for insurance benefits. Employees must contact
398 the Human Resources department for additional information.

399

400 G. Re-employment

401

402 Employees who return to work for the City within 180 days of separation will have prior service
403 credited upon rehire. Eligibility for benefits will remain as before unless not permitted by benefit
404 contract.

405

406

407 **Section 5 Orientation and Training**

408

409 A. Purpose

410

411 The purpose of orientation is to assist new employees in adjusting to their positions and the work
412 environment. Objectives of the orientation program are as follows:

413

414 1. Provide each new employee with the information needed to become familiar with the work,
415 the City and co-workers.

416
417 2. Provide channels of communication through which new employees can obtain information
418 and answers to questions involving their work and policies of the City.

419
420 B. Responsibilities

421
422 Responsibilities for new employee orientation are shared by the Human Resources Director and
423 the supervisors. The Human Resources Director or designee provides information in the following
424 areas during the first week of employment.

- 425
- 426 1. Organization and functions of the City.
 - 427
 - 428 2. Hours of work; overtime, if applicable; attendance policies.
 - 429
 - 430 3. Salaries, wages, and pay dates.
 - 431
 - 432 4. Benefits such as medical, life, dental, retirement, disability, etc.
 - 433
 - 434 5. Leave policies (vacation, holidays, etc.).
 - 435
 - 436 6. Other personnel forms and procedures.

437
438 The new employee's supervisor is responsible for the following areas of orientation to be covered
439 during the first week of employment.

- 440
- 441 1. Review job description.
 - 442
 - 443 2. Tour the facility or work area, pointing out equipment and operations that affect the
444 employee's job.
 - 445
 - 446 3. Provide or ensure that hazard communication training is provided in accordance with the
447 City's safety program and instruction on use of personal protective equipment, if applicable
448 to the position.
 - 449
 - 450 4. Introduce employee to co-workers, procedures and equipment necessary for the work
451 environment.

452
453 C. Training

454
455 The purpose of training and education is to encourage all employees to further their education in
456 subjects relating to their current job position and to broaden their knowledge and skills in
457 preparation of potential job responsibilities within the City. Objectives of the training program
458 are as follows:

459

- 460 1. City sponsored and/or required training shall be arranged during regularly scheduled work
461 hours if possible. Such training shall be recorded as time worked.
462
- 463 2. Cost for attending the training sessions must be approved by the Department Director prior
464 to registering.
465
- 466 3. A training program requiring out-of-state travel must have approval from the City Manager
467 or designated representative prior to registration.
468
- 469 4. Supervisors should notify the Human Resources Office regarding employees who attend
470 and complete training sessions so the information can be noted in their personnel file.
471

472 D. Tuition Reimbursement

473
474 The City will reimburse, to the maximum extent consistent with budget limitations, tuition and
475 outlined core costs incurred by each eligible employee who enrolls in a municipal government job-
476 related function degree plan (bachelor's or master's)- for a City approved course of study as
477 outlined below:
478

- 479 1. All City employees with at least six (6) months of full-time employment are eligible.
480
- 481 2. Courses must be taken from an accredited state supported institution or from a privately
482 accredited institution with the understanding that reimbursement will be based on state
483 supported institution rates.
484
- 485 3. Reimbursement Request Form must be approved and signed by the Department Director
486 and City Manager prior to enrollment.
487
- 488 4. Employees will be reimbursed for ~~70% of~~ mandatory fees and costs of tuition for approved
489 courses where a "CB" average or better or a "B" for graduate courses is attained.
490 Employees will not be reimbursed for transportation, books, parking, or for expenses paid
491 for by other financial assistance, such as Veterans' Assistance or scholarships. Maximum
492 reimbursement per employee is ~~\$500.00~~ two courses per ~~fiscal year~~ semester not to exceed
493 \$1,500. ~~and~~ E-employee must be actively employed with the City at time of reimbursement.
494 An official grade report and the signed Reimbursement Request Form must be submitted
495 to the Department Director within thirty (30) days of issuance of grades, which will then
496 be forwarded to the Human Resources Office for reimbursement.
497
- 498 5. Employees who leave employment with the City within six months of completing a course
499 will be required to reimburse the City for their most recent course(s) completion.
500

501 **Section 6 General Work Rules**

502 **A. Work Hours and Attendance**

503
504
505

506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551

1. Responsibilities.
 - a. Regular and prompt attendance at work is required of all employees of the City. Employees are required to be at their workplaces in accordance with the work schedules established for their division or facility unless officially excused by the responsible supervisor.
 - b. Supervisors, through the normal chain of command, shall ensure that absences from duty and the reasons for the absences are recorded on time reports or other documents as needed.
 - c. Failure to report to work for three (3) continuous days without notifying the employee's supervisor will constitute job abandonment. This will result in the employee's immediate termination.
 - d. The hours during which offices, facilities, and divisions are open for business are determined by the City Manager.
 - e. Supervisors shall implement, through the normal chain of command, alternative schedules to provide for other specific requirements of the division or facility.
 - f. Individual employees may be directed to work special hours or shifts as determined by the needs of the City.
 - g. The various departments will determine mealtimes. Breaks will be short and infrequent for personal convenience not to exceed fifteen (15) minutes in a four (4) hour period.
 - h. State and federal law require that a nursing mother be provided a reasonable break time in order to express breast milk for her nursing child for up to one (1) year after the child's birth or adoption (as applicable) each time such an employee has a need to express the milk. The City will provide a private, secure location, other than a restroom, with a separate refrigerator in the employee's building for this purpose. The space provided will be one that can be made available to the employee as needed, is shielded from view, and free from intrusion from co-workers or the public. The employee and her supervisor will agree on the times for these breaks. In order to prepare such a designated space, the City requires advance notification (that an employee is requesting this break time) so that space can be designated and prepared within a facility. For the purposes of this policy, a written request directed to Human Resources will suffice. Human Resources will work with the Department Director to ensure that an adequate space is prepared and maintained for the duration of the period of time expressing is requested. Breaks taken for the purpose of expressing breast milk will run concurrently, not in addition to, other breaks taken throughout the day.
2. Inclement Weather
 - a. If inclement weather circumstances prevent, or are expected to prevent, an employee

552 from reporting to work as scheduled, the employee must notify the appropriate
553 supervisor as soon as possible, preferably before the scheduled work period. Essential
554 personnel, as designated by the City Manager, may be required to report to work
555 regardless of inclement weather or other circumstances.

556
557 b. The City Manager may authorize excused absences [\(the employee will use their](#)
558 [accrued vacation, holiday or compensatory leave\)](#) or alternative schedules for safety
559 considerations due to inclement weather, road or other conditions.

560
561 3. Overtime.

562
563 a. Employees are expected to work overtime, when necessary, as determined and
564 approved by the supervisor.

565
566 b. Overtime work is not a right and will be acceptable only for the good of the City when
567 approved by the supervisor [\(as stated under Section 9. Compensation, C.2.a.\)](#).

568
569 c. Supervisors shall notify employees of the necessity for overtime work in advance, if
570 possible. During emergency situations, employees are expected to stay after normal
571 work hours or to report to work before or after regular work hours with little or no
572 advance notice.

573
574 B. Outside Employment

575
576 1. Definitions.

577
578 a. Holding a position with the City is the primary employment for regular full-time
579 employees.

580
581 b. Outside or secondary employment (including self-employment) includes any job or
582 position in which an employee provides goods or services in consideration of payment
583 of any type.

584
585 2. Considerations.

586
587 a. Employees may be allowed to pursue outside employment (secondary employment)
588 only when such employment does not interfere with, or adversely affect, the employee's
589 ability to perform assigned duties in the operation and business of the City. Work
590 requirements, including overtime and availability for emergency recall, have
591 precedence over any outside employment.

592
593 b. An employee engaging in outside work during non-scheduled work hours must notify
594 his or her supervisor in writing prior to engaging in outside or secondary employment
595 (including self-employment).

596
597 c. Authorization to work at an outside job may be rescinded at any time by the City.

598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642

- d. Outside employment and outside activities that constitute a conflict of interest with the purposes and mission of the City are prohibited. City employment duties shall take priority over outside employment duties.

3. Sworn Police and Fire Department employees shall refer to department specific policies regarding outside employment.

C. Employee Safety

1. Commitment to safety of self, fellow workers, the public, property, tools and equipment is a fundamental condition of employment with the City. In the performance of duties, employees are expected to observe safety practices, rules and operating procedures, as well as instructions relating to the efficient performance of their work.
2. Responsibilities. All employees are expected to carry out the following responsibilities:
 - a. Review safety procedures and make plans to perform assigned work in a safe manner, after prior consultation with their supervisor when appropriate.
 - b. Follow safety procedures and take an active part in protecting oneself, fellow workers, the public, equipment and facilities.
 - c. Report all accidents, injuries and illnesses immediately to the responsible supervisor.
 - d. Render first aid according to safety training and common sense. Call for emergency assistance when needed.
 - e. Report immediately to the responsible supervisor all-unsafe conditions encountered.
 - f. Attend safety-training meetings when requested.
 - g. If prescribed or over the counter medication or alcohol have been used off the job, it is the responsibility of the employee to report to work without any side effects that could impair the employee's ability to function safely and efficiently and notify the supervisor in writing of the use and any known side effects which could affect safety or performance.
 - h. Maintain all work areas, tools, equipment and facilities in a clean, orderly, and safe condition.
3. Due to the length and complexity of topics, the City's Safety Program may be published in separate documents and directives. Responsibilities of supervisors and all other personnel are as delineated in the City's Safety Program.

643 D. Use of Equipment and Property

644

645 1. Standards and Responsibilities.

646

647 a. Employees may not operate any vehicle, operating equipment, construction equipment,
648 or machine unsupervised until they have attained the necessary skills and proficiency
649 as determined by the responsible supervisors. Further, employees must have required
650 driver or operator certificates.

651

652 b. For certain positions, employees are required to hold a valid Commercial Driver
653 License (CDL) in order to perform their normal duties. The City will, upon renewal of
654 such license and presentation of written proof of same, reimburse such employee an
655 amount equal to the difference in the cost of the CDL type license and that of an
656 ordinary Class 'C' license. Also, an employee will be allowed up to two hours of regular
657 paid work time, if needed, to renew a CDL type license required by the City.

658 c. Employees may use equipment of the City only for its intended purpose. Users are
659 responsible for the proper maintenance and care of the equipment.

660

661 d. Employees may not use equipment, vehicles, tools, material, or other property of the
662 City for personal use, either on the premises of the City or elsewhere.

663

664 e. Equipment, vehicles, tools, material, or other property of the City may not be removed
665 or appropriated for the personal use or gain of an employee or others.

666

667 E. Solicitation

668

669 1. Definition.

670

671 "Solicitation" means any oral or written communication that requests or encourages
672 contributions of money, time, or other items of value for: any fund or collection;
673 participation in any organization; or purchase of any merchandise or service.

674

675 2. Conditions.

676

677 a. Unauthorized solicitation of employees by vendors on the premises of the City facilities
678 is prohibited.

679

680 b. Solicitations for recognized charities and other purposes must be authorized in writing
681 by the City Manager prior to engaging in solicitation.

682

683 F. Residency Requirement or Reasonable Response Time

684

685 Residency requirements or Reasonable Response Time for employees of the City shall be
686 based entirely on the requirements of the position held by the employee. Unless specifically
687 required by the City Manager or as a condition of employment in a certain position, an
688 employee is encouraged, but not required, to live within the boundaries of the City and/or be

689 able to arrive at their workstation from their residence within a reasonable period of time
690 (usually thirty minutes) when called in for operational purposes.

691

692

693

694 G. Tobacco Use

695

696 This policy is to ensure the health of non-tobacco using employees while safeguarding the
697 City's facilities and equipment from smell and/or damage caused by the use of tobacco
698 products.

699

700 1. The use of all tobacco products (smoking, smokeless or electronic) is prohibited within any
701 municipal facility, City vehicle, or enclosed piece of equipment.

702

703 2. Areas will be designated for smoking at each City facility. Employees will be able to use
704 these areas during their break periods or meals.

705

706 H. Employee Weapons Policy

707

708 Unless specifically authorized by the City Manager, no employee, other than a City of Corinth
709 licensed peace officer, shall carry, store, use or possess a firearm or other prohibited weapon
710 on City property.

711

712 1. "City property" includes but is not limited to City owned or leased vehicles, buildings and
713 facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation
714 centers, and parks, including leased property.

715

716 2. This ban excludes possessing or storing guns or firearms in employees' locked personal
717 vehicles in City parking lots, parking garages, and parking areas.

718

719 3. Employees, other than City of Corinth licensed peace officers, are also prohibited from
720 carrying a "prohibited weapon" while on duty or at any time while engaging in City-related
721 business.

722

723 4. "Prohibited weapons" include firearms, clubs, explosive devices, knives with blades
724 exceeding 5 ½ inches, switchblades, etc., as defined by Texas Penal Code Sections 46.01
725 and 46.05, as amended.

726

727 I. Telecommuting

728

729 The City considers telecommuting to be a viable, flexible work option that will help employees
730 accomplish their work effectively without disruption to City Services. Telecommuting may be
731 appropriate for some employees and jobs but not for others, depending, for example, on the
732 essential functions of the position and the employee's experience with the city in the particular
733 position. Telecommuting is not an entitlement, it is not a Citywide benefit, and it in no way
734 changes the terms and conditions of employment with City of Corinth.

735
736 A. Purpose and Scope

- 737 1. The City considers the work alternative of telecommuting which would allow employees
738 the ability to work from home or a remote location when it is mutually beneficial to the
739 organization and the employee and when it complies with guidelines as set forth by the
740 City. Eligible employees may telecommute up to a maximum of two (2) days per
741 workweek.
- 742
- 743 2. Telecommuting is not a widespread employee benefit, but an alternative method of
744 meeting the needs of the City. Since telecommuting is a privilege, the organization has
745 the right to refuse to make telecommuting available to an employee and to terminate a
746 telecommuting arrangement at any time.
- 747
- 748 3. Department Directors will contact the Human Resources Director to determine if an
749 employee is eligible to be placed in a telecommuting assignment. Department Directors
750 will be guided in their decision-making by their assessment of job duties that may be
751 conducive to working remotely and operational needs assessments. All telecommuting
752 assignments regardless of its basis must be approved by the Department Director and the
753 Human Resources Director. Because the City provides essential services to members of
754 the community, there are positions at the City that require the employee to be physically
755 present in the workplace. Employees are not required to telecommute, and employees
756 have the right to decline to telecommute if the option is made available to them.
757 Employees who do choose to telecommute have the right to cease telecommuting and
758 return to his or her former in-office work pattern at any time.
- 759
- 760 4. Department Director's request for an employee to telecommute for more than two (2)
761 days, will require the City Manager's approval in addition to the Human Resources
762 Director's approval.

763
764 B. Job Responsibilities and Regular Communication:

- 765
- 766 1. While telecommuting, employees must perform the full range of their normal job duties.
767 Employees and supervisor should maintain communication throughout the workday,
768 through email, by phone, video chat or other means. Managers and supervisors will be
769 expected to establish and communicate work expectations of employees working
770 remotely, including setting work priorities, deadlines and reviewing work assignments.
- 771
- 772 2. The duties, responsibilities, and conditions of employment remain the same as if the
773 employee was working at their regular work site. Job responsibilities, standards of
774 performance and performance reviews remain the same as they would be if the
775 employee was working at the regular City work site. The employee shall comply
776 with all City policies and procedures while working at home or in an alternate
777 location.
- 778
- 779 3. Supervisors and managers shall ensure that telecommuting employees meet
780 expectations and successfully execute their job duties. Supervisors and managers shall

781 ensure that productivity and service quality is maintained while employees are
782 telecommuting.

- 783
784 4. Departmental requirements take precedence over the schedule and telecommuting
785 arrangements specified in the Telecommuting Agreement if there is a scheduling
786 conflict. Management will provide the employee with advance notice, if at all possible,
787 when flextime schedules or telecommuting must be curtailed. Employees are required
788 to report to the office when requested.
789

790
791 C. Work Schedules and Time Worked.
792

793 1. Telecommuting employees must coordinate with their supervisor the set hours that will
794 be devoted to performing their work. Start and end times for telecommuting employees
795 should be communicated in advance and should be consistent from day-to-day, as much
796 as possible. As approved by the employee's supervisor, an employee's start time and
797 end time may be permitted to be different from the employee's normal hours when
798 working on-site.
799

800 2. Employees who are not exempt from overtime requirements under the Fair Labor
801 Standards Act (FLSA) will be required to accurately record all hours worked.
802 Employees should coordinate with their supervisor for any periods of time during the
803 workday when they will not be working. Any overtime must be authorized in advance
804 by the employee's supervisor.
805

806 3. Employees exempt from FLSA should record any full-day absences with paid leave on
807 the bi- weekly timesheet in accordance with normal protocols.
808

809 D. Equipment and Tech Support.
810

811 1. Electronic equipment needed for employees to telecommute will be supplied by the City
812 to the extent resources are available. In certain circumstances and/or if sufficient
813 resources are not available, employees may be required to use their personal phones,
814 computers, or other equipment. Equipment supplied by the employee, if deemed
815 appropriate by the organization, will be maintained by the employee. The City accepts
816 no responsibility for damage or repairs to employee-owned equipment and reserves the
817 right to make determinations as to appropriate equipment, subject to change at any time.
818 Equipment supplied by the City is to be used for business purposes only. The employee
819 must sign inventory Telecommuting Assignment Form with an inventory of the City
820 property authorized for telecommuting use and thereby agree to take appropriate action
821 to protect the items from damage or theft. All City-owned equipment issued to an
822 employee must be returned immediately at the conclusion of the telecommuting
823 arrangement. Employees are responsible for both providing access to and ensuring the
824 adequacy of internet bandwidth suitable for any work performed at an alternate work
825 location.
826

827 2. The City will provide employees with appropriate office supplies (pens, paper, etc.) as
828 deemed necessary. Telecommuting employees will establish an appropriate work
829 environment within the remote work–space including but not limited to desk, tabletop,
830 or other location that provides optimal work productivity. Given the nature of this
831 program, employees are not expected to purchase furniture or equipment to arrange a
832 home workspace.

833
834
835
836 E. Security

837
838 1. Consistent with the City’s expectations of information security for employees working at the
839 office, telecommuting employees are expected to ensure the protection of City information
840 accessible from their home office and abide by applicable City policies to that effect.
841 Necessary security steps include appropriate network security measures, regular password
842 maintenance, and any other measures appropriate for the job and the environment.

843
844 F. Safety

845
846 1. Employees are expected to maintain their home workspace in a safe manner, free from safety
847 hazards. Injuries sustained by the employee in a home office location and in conjunction with
848 his or her regular work duties may be covered by Workers’ Compensation. Telecommuting
849 employees are responsible for notifying their supervisor of such injuries within 24 hours of
850 the incident. The City assumes no liability for injuries that occur outside the performance of
851 the employee’s duties and/or outside the employee’s scheduled telecommuting hours.

852
853 2. Employees are prohibited from having face-to-face meetings regarding City business in their
854 homes. Rather, employees shall opt to use video or phone conferencing. The City will not be
855 liable for any injuries sustained by visitors to an employee’s home worksite

856
857
858 **Section 7 Drug Free Workplace**

859
860 **A. Purpose and Scope**

861
862 1. The policy of the City is to maintain a safe and healthy working environment for all
863 employees. The use of drugs and other substances covered by this policy is inconsistent
864 with the standards of the City and the behavior expected of all employees.

865
866 2. Specific purposes of this policy are to:

867
868 a. Establish and maintain a safe, healthy working environment for all employees;

869
870 b. Ensure the reputation of the City and its employees;

871
872 c. Reduce unsafe conditions and the number of accidental injuries to persons or property;

873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916

d. Reduce absenteeism and tardiness; and

e. Provide for a testing process.

3. This policy establishes expected standards of conduct for all employees, and it states the potential disciplinary actions that may be taken if the standards are violated. The City is also concerned with prevention of substance abuse and will provide information and education on the dangers of drugs. The City expects all employees to enthusiastically support this policy and to be alert to any possible dangers or abuses related thereto.
4. The requirements of this policy extend to the abuse of all substances, such as, but not limited to, abuse of alcoholic beverages, inhalants, prescription, or other drugs and illegal drugs.
5. Medical Marijuana. Texas recognizes the use of low-THC medical marijuana for persons enrolled in the Compassionate Use Registry, for whom the drug was prescribed by a physician through the Compassionate Use Program, and which was obtained from a State of Texas-authorized dispensary. While some other states permit marijuana use, marijuana is still illegal under Texas state law, other than the narrow exception above and under federal law. Employees in safety sensitive positions, and/or those subject to random, reasonable suspicion or post-accident testing will be tested for the presence of THC (marijuana), as provided in Section 7.D for the Personnel Policy Manual.

B. Standards of Conduct

1. The following rules represent the policy of the City on substance abuse. They are effective immediately and will be enforced uniformly with respect to all employees.
2. All employees are prohibited from being under the influence of alcohol, inhalants, or illegal substances during working hours.
 - a. The sale, possession, transfer, or purchase of illegal drugs on the property or while conducting business for the City is strictly prohibited. Such action will be reported to the appropriate law enforcement officials and may result in termination of employment.
 - b. No alcoholic beverage will be opened or consumed on the premises of the City.
 - c. Any employee using prescription or other drugs that may affect safety or impair work performance shall notify his or her supervisor in writing upon reporting to work. The supervisor shall immediately provide this information to the Human Resources Director for documentation in the employee's file.

917 d. To assure a safe working environment for all employees and the public, any employee
918 who is aware of substance abuse among employees is obligated to make a confidential
919 report to the appropriate supervisor.
920

921 3. Any employee who violates these standards will be subject to disciplinary action, including
922 termination in accordance with the established policies of the City.
923

924
925 C. Treatment
926

927 1. Employees who feel they have developed an addiction to or dependence on alcohol,
928 inhalants, or drugs are encouraged to seek assistance.
929

930 2. Rehabilitation itself is the responsibility of the employee. Employees seeking medical
931 attention for addiction are entitled to benefits under the group medical insurance plan of
932 the City, as outlined under the provisions of that plan.
933

934 D. Testing
935

936 1. Pre-Employment Drug Testing. As indicated in the Conditions of Employment (Section
937 4.D), all applicants applying for positions that have a direct impact on the public's health,
938 safety and welfare through products or services provided by the City who receive a
939 conditional offer of employment with the City must first pass a pre-employment drug test
940 before employment may begin. The City will not hire any applicant who refuses to take
941 the pre-employment drug test.
942

943 2. Post-Accident Testing. Drug/Alcohol testing shall be conducted when an employee's
944 conduct may have contributed to a job-related accident. This policy shall also apply if the
945 employment related accident results in damage to personal or City property in excess of
946 \$200, or injury to any person that requires medical attention. Prior to requiring an employee
947 to submit to a drug test, the supervisor shall discuss the matter with the Human Resources
948 Director. Any decision not to administer a drug test under this policy shall be made by the
949 supervisor and reported in writing to the Human Resources Director.
950

951 3. Reasonable Suspicion. When a supervisor has reason to believe that an employee, at work,
952 when reporting to work, or when conducting City business appears to be under the
953 influence of alcohol or drugs, the employee will be required to take a drug and/or alcohol
954 test. The employee's actions and appearance that cause the supervisor to have
955 individualized suspicion that the employee is under the influence of alcohol or drugs shall
956 be documented in writing and immediately forwarded to the Human Resources Director.
957

958 4. Random Testing. Employees assigned to positions that have a direct impact on the public's
959 health, safety and welfare through products or services provided by the City, including
960 those with commercial driver licenses, may be subject to periodic or random testing. The
961 City Manager shall designate the positions subject to such testing. The City uses computer
962 software that randomly selects employees for drug testing. For those employees with

963 commercial driver licenses, random drug testing will be administered according to the
964 general guidelines of the Department of Transportation Random Drug Testing Program.

965
966 5. The City will designate the medical clinic to perform any required testing and is responsible
967 for the cost of any required testing.

968
969
970
971

972 **Section 8 Code of Ethics**

973
974

A. Purpose

975
976
977

The purposes of this policy are as follows:

- 978 1. To provide guidance to employees regarding standards of ethical conduct and procedures
979 for avoiding conflict of interest; and
- 980 2. To maintain a professional climate for efficiently conducting the business affairs of the
981 City; and
- 982 3. To instill public confidence in the City by helping attract competent and principled
983 individuals as employees.

984
985
986
987

B. Truthfulness

988
989 All employees are expected to demonstrate the highest levels of integrity, honesty, and
990 truthfulness. Employees are expected to refrain from knowingly making false or misleading
991 statements that are reasonably calculated to maliciously or falsely, directly or indirectly, injure the
992 professional reputation, authority, or employment status of other employees.

993
994 Employees are prohibited from failing to disclose, misrepresenting material facts, or making any
995 false or misleading statement on any job application, or other official document, report or form, or
996 during the course of any City investigation.

997
998

C. Commitment

999
1000 Every person that accepts appointment as an employee of the City does hereby commit to honor
1001 the ethical traditions and policies of the City as follows:

- 1002 1. To conduct the duties of his/her position in a business-like manner for the best interest of
1003 the City;
- 1004 2. To avoid partisan or political actions that are inconsistent with the City's responsibility to
1005 provide first class service equally to all members and customers;

1006
1007
1008

- 1009 3. To not accept or solicit any gift, favor, or service that may tend to influence the
1010 performance of official duties;
1011
1012 4. To not accept or solicit employment or personal business activity which one could
1013 reasonably expect to require or induce him/her to disclose confidential information of the
1014 City;
1015
1016 5. To not accept other employment or compensation which could reasonably be expected to
1017 impair his/her judgment in the performance of official duties;
1018
1019 6. To not engage in any business ventures which could reasonably be expected to create
1020 substantial conflicts between his/her private interest and the public interest; and
1021
1022 7. To not intentionally or knowingly solicit, accept or agree to accept any benefits for having
1023 exercised his/her official powers or duties in favor of another person.
1024

1025 D. Conflict of Interest
1026

1027 Employees of the City will endeavor to avoid conflicts of interest with the purposes and mission
1028 of the City and to conduct themselves according to the highest standards of public service.
1029 Nonetheless, it is expected that certain conflicts may arise in the normal course of business and
1030 personal life; and such conflicts should never deter principled and competent individuals from
1031 providing public service to the City.
1032

1033 When an employee becomes aware that the City is considering a transaction related to a business
1034 entity or real property in which the employee has a substantial interest, the employee will disclose
1035 such interest to his/her immediate supervisor and shall not participate in recommendations,
1036 approvals or decisions related to such transactions with the business entity or regarding real
1037 property.
1038

1039 E. Personal Financial Interests (Substantial Interest)
1040

1041 The term "substantial interest" is defined as a direct or indirect pecuniary benefit. Following are
1042 examples of situations that constitute conflicts of interest involving financial transactions of the
1043 City.
1044

- 1045 1. In proposed transactions with any business entity:
1046
1047 a. If the employee (or family member) owns 10 percent (10%) or more of the voting
1048 interest or shares of the business entity or owns more than twenty-five thousand dollars
1049 (\$25,000.00) of the equity, or market value of the entity, or
1050
1051 b. Funds received by the employee (or family member) from the business entity exceed
1052 10 percent (10%) of the person's gross income during the previous year.
1053
1054 2. In real property, if the employee (or family member) owns more than five thousand dollars

1055 (\$5,000.00) interest in the fair market value of the real property.

1056

1057 3. The matter of substantial interest shall apply to the employees of the City and to their
1058 immediate family members. Immediate family member is defined as spouse, parent,
1059 parent-in-law, brother, sister, brother-in-law, sister-in-law, child, stepchild, son-in-law and
1060 daughter-in-law.

1061

1062

1063

1064 **F. Business Gifts and Entertainment**

1065

1066 1. Employees shall not solicit, offer, accept, or agree to accept in any fashion, benefits or gifts
1067 of value from a person or supplier of goods and services or other organizations doing
1068 business with the City.

1069

1070 2. The prohibition against gifts or favors as stated above in F.1. shall not apply to an
1071 occasional non-pecuniary gift, valued at less than \$25.00 or an award publicly presented in
1072 recognition of public service provided such gift or favor poses no conflict of interest and
1073 is within customary business relationships.

1074

1075 **G. Responsibilities**

1076

1077 All employees are prohibited from the use of unprofessional speech including profanity and
1078 vulgarity in the form of racial slurs, religious intimidation, sexually explicit “jokes” or comments,
1079 or for an otherwise legally prohibited derogatory purpose.

1080

1081 All employees are expected to present a professional demeanor and appearance in all interactions
1082 with co-workers, supervisors, public officials, and citizens. All employees are further expected to
1083 adhere to the highest standards of conduct in the business affairs of the City and in the fulfilment
1084 of their duties. If an employee has any doubt about the appropriateness of any action or business
1085 relationship, the employee should discuss the situation with his or her supervisor. An employee
1086 should report to his or her immediate supervisor any action or offer that appears to constitute a
1087 conflict of interest or a violation of this policy.

1088

1089

1090 **Section 9 Compensation**

1091

1092 **A. Purpose**

1093

1094 It is the intent of the City to comply with all state and federal laws governing employee
1095 compensation, including the Fair Labor Standards Act, as amended (FLSA). The FLSA establishes
1096 minimum wages, overtime, records keeping, and child labor standards. The FLSA provides that
1097 executive, administrative, and professional employees (salaried employees) are exempt from the
1098 Act's overtime requirements.

1099

- 1100 B. Determination of Exempt/Nonexempt Status
1101
1102 1. The Human Resources Director shall determine whether or not a position is exempt or
1103 nonexempt under the FLSA. Requests to review the status of a position must be submitted
1104 in writing to the Human Resources Director. The Human Resources Director may also
1105 conduct audits when deemed necessary to review the status of particular positions.
1106
1107 2. The Human Resources Director will maintain an up-to-date list of the City's exempt and
1108 nonexempt positions.
1109
- 1110 C. Work Hours and Overtime
1111
1112 1. Work Period.
1113
1114 a. All regular employees have an established work period (week) of seven consecutive
1115 days, Monday through Sunday of each week. One work period shall be used to
1116 calculate overtime wages. Work hours and schedules shall be determined generally in
1117 accordance with the policies contained in Section 6 of this Manual.
1118
1119 b. In any given work period, all hours worked over 40 by nonexempt employees shall be
1120 paid at one and one-half times the regular rate. These hours will be adjusted according
1121 to legal exemptions for fire or police personnel.
1122
1123 c. Designated Police and Fire department personnel have an established work period of
1124 fourteen consecutive days, Monday through Sunday. Designated Fire department
1125 personnel earn overtime wages when the hours worked exceed 106 hours during the
1126 work period. Designated Police personnel earn overtime wages when the hours worked
1127 exceed 80 hours during the work period.
1128
- 1129 2. Administrative Guidelines.
1130
1131 a. Except under urgent emergency conditions, all overtime hours must be authorized in
1132 advance. Nonexempt employees are prohibited from working in excess of their
1133 regular workweek at their own initiative.
1134
1135 b. Averaging of hours worked over two (2) work periods to determine eligibility for
1136 overtime pay or compensatory time is not allowed. Except for designated Police and
1137 Fire personnel with a work period of fourteen consecutive days.
1138
1139 c. Vacation leave, civil leave, bereavement leave and holiday leave shall count as hours
1140 worked toward the calculation of overtime. All other leave types shall not count as
1141 hours worked toward the calculation of overtime.
1142
1143 d. Supervisors, through the normal chain of command, shall ensure that overtime hours
1144 are recorded on time reports and other applicable documents.
1145

- 1146 3. Compensatory Time.
1147
1148 a. Compensatory time may be earned in lieu of overtime as allowed under the FLSA.
1149
1150 Fire Department personnel assigned to a 56-hour workweek will be paid for ALL
1151 overtime.
1152
1153 b. Compensatory time earned shall accrue at a rate of one and one-half times the approved
1154 hours worked.
1155
1156 c. Compensatory time is not to be considered hours worked for determination of overtime
1157 pay.
1158
1159 d. The supervisor, prior to the performance of work, must authorize the accrual of
1160 compensatory time in the same manner as authorization for overtime.
1161
1162 e. A maximum balance of 40 hours of compensatory time may be accrued by nonexempt
1163 employees. No additional compensatory time shall accrue until the employee's
1164 compensatory time balance falls below this maximum and employees will be paid at
1165 their overtime rates if required to work hours in excess of those outlined in this section
1166 above.
1167
1168 f. An employee who has accrued compensatory time may request, in advance, the use of
1169 compensatory time off at any time consistent with the needs of the City. The City will
1170 allow for the use of compensatory time within a reasonable period after the request is
1171 made, unless the employee's absence from work would disrupt City operations.
1172
1173 g. Upon termination of employment, nonexempt employees will be paid for unused
1174 compensatory time at the final regular rate received by such employee.
1175
1176 h. Nonexempt employees who are promoted or reclassified into an exempt position shall
1177 receive payment for all accrued compensatory time prior to the effective date of the
1178 promotion. Compensatory time is not expected to be transferred within departments.
1179
1180 4. Holiday Pay.
1181
1182 a. City employees shall receive eight (8) hours "holiday pay" for each City holiday.
1183
1184 b. Because of its operational needs and requirements, the City may require that certain
1185 employees work on holidays. These employees, in addition to receiving holiday pay,
1186 will also be paid at one and one-half (1.5) times the employee's regular rate of pay for
1187 those hours worked in excess of their established work period as specified in Section
1188 9.C.1 of this Manual
1189

1190 c. Fire department employees assigned to a 56-hour workweek accrue 11 twelve-hour
1191 holidays per year. All holiday time must be taken within one year from the date it is
1192 accrued.

1193
1194 5. On-Call Pay.

1195
1196 a. Only public works department employees are eligible to be assigned on-call duty. All
1197 other employees are only subject to call back to work for emergency purposes or
1198 unforeseen circumstances.

1199
1200 b. Nonexempt public works employees who are required to remain in an on-call status.
1201 Employees will receive one hour of regular pay for each day they are assigned to be
1202 on-call.

1203
1204 c. On-call status is defined as the twenty-four (24) hour period beginning at the start of a
1205 business day (or a specified shift) and continuing through the following morning. The
1206 supervisor shall determine the period of on-call.

1207
1208 d. Employees in on-call status must be able to be contacted and to respond within the time
1209 frame established by the supervisor.

1210
1211 e. Employees are expected to be fit for duty at all times while on call.

1212
1213 f. While on call and for four (4) hours prior to being on call, employees are prohibited
1214 from drinking alcoholic beverages. In addition, employees should not take any
1215 prescription drug that adversely affects his or her ability to safely and effectively
1216 perform his or her job duties.

1217
1218 g. Employees in on-call status who fail to respond, or if unable to be contacted at any time
1219 during that status, shall forfeit their claim to on-call pay and be removed from the on-
1220 call list for that assigned interval. Failure to respond may subject the employee to
1221 disciplinary action.

1222
1223 h. On-call pay is received in addition to any other compensation and is not used in
1224 calculation of the overtime rate.

1225
1226 i. Employees who are assigned to on-call duty and are required to report to work for
1227 operational or emergency purposes during non-scheduled work hours, shall receive a
1228 minimum of two-hours pay for that day. These two hours of pay is in addition to the
1229 on-call pay described in Paragraph b. of this section.

1230
1231 j. Actual hours worked, including the two-hour minimum, will count as hours worked
1232 when calculating overtime. Only one two-hour minimum will apply in a given
1233 workday, even if more than one call-out is experienced.

1234
1235 6. Call Back Pay.

1236
1237
1238
1239
1240
1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253
1254
1255
1256
1257
1258
1259
1260
1261
1262
1263
1264
1265
1266
1267
1268
1269
1270
1271
1272
1273
1274
1275
1276
1277
1278
1279
1280
1281

- a. Due to emergencies or other unforeseen conditions, all employees are subject to call back to work.

Employees who are able to return to work shall be compensated for all hours worked, beginning at the time they leave for work, with pay for non-exempt employees. Employees may be assigned “call-back” duty but are considered off-duty unless they are called and are able to return to work. In the event an employee is assigned “call back” duty and is not able to return to work or does not reasonably respond to a call to return to work may be subject to discipline under these policies. Departments may also establish guidelines for what is considered a reasonable time to both respond to a call to return to work and to appear at the assigned work site.
- b. Employees who are called back to work during non-scheduled work hours shall be compensated for a minimum of two (2) hours with pay in the case of non-exempt employees.
- c. Travel time in response to the callback is considered work time and is included in the minimum two (2) hours provided by this policy.

D. Receiving Pay

1. Pay Period.

- a. The City provides a systematic and organized approach for the administration of pay for its employees on a bi-weekly basis.
- b. The bi-weekly pay period shall be divided into two workweeks of Monday through Sunday.

2. Pay Day.

- a. The official payday for employees of the City will be on the Friday following the close of the bi-weekly pay period.
- b. When the official payday falls on a holiday, the payday will be observed the day before the holiday.
- c. The City pays employees by direct deposit or check.

E. Certification Incentive Pay

When an employee has or earns an additional license(s) or certification(s) related to the position, which license(s) or certification(s) exceeds what is required for the employee's position, and the license(s) or certification(s) can be used to the benefit of the City, the City offers a monthly incentive pay.

- 1282
1283
1284
1285
1286
1287
1288
1289
1290
1291
1292
1293
1294
1295
1296
1297
1298
1299
1300
1301
1302
1303
1304
1305
1306
1. For each additional license or certification that is held or obtained, other than those required of the position, an incentive monthly amount for each license will be granted.
 2. The total certification incentive pay received shall not exceed \$90.00 per month for all such additional licenses or certifications. [Public Works department employees' certifications and pay are contained in the Public Works Progression Plan and Additional Pay-for-Knowledge Pay Incentive document as approved by the City Manager.](#)
 3. [An additional certification incentive pay shall not exceed \\$100 per month for police and fire employees on the Police Pay Schedule or the Fire Pay Schedule \(step pay plans\) for Master Fire Fighter and Peace Officer license or certification.](#)
 4. A copy of all licenses or certifications required for the employee's position and for which the employee is being compensated shall be forwarded to the Human Resources Director. Employees shall maintain current for all those licenses or certifications required for the employee's position. The City will be responsible for costs related to required employee training and renewal of operator certifications required for the position provided the employee attends a sufficient number of training sessions. The appropriate supervisor will determine the number and type of sessions.
 5. Employees that fail to renew an optional certification for which they are being compensated under this policy must immediately notify the Human Resources Director so that the incentive pay can be discontinued.

1307 F. Education Pay

1308
1309 To encourage employees to continue their education, the City offers a monthly incentive pay.

- 1310
1311
1312
1313
1314
1315
1316
1317
1318
1319
1320
1. Regular full-time employees (except positions that require a degree, the City Manager, and Department Directors) are eligible for education pay.
 2. Education pays of \$100.00 per month will be awarded to eligible employees who have obtained a bachelor's or master's degree from an accredited institution of higher learning. Education pay maximum will not exceed \$100.00 per month.
 3. It is the employees' responsibility to furnish documentation that proper accreditation was in place at the time they obtained the degree.

1321 G. Longevity Pay

1322
1323 To compensate employees for their length of service to the City, longevity pay is calculated at
1324 \$6.00 per month of employment. It is paid on the Wednesday before Thanksgiving and employees
1325 must have been employed with the City more than six months on the day payment is issued.
1326

1327 H. Separation Pay

1328
1329
1330
1331
1332
1333
1334
1335
1336
1337
1338
1339
1340
1341
1342
1343
1344
1345
1346
1347
1348
1349
1350
1351
1352
1353
1354
1355
1356
1357
1358
1359
1360
1361
1362
1363
1364
1365
1366
1367
1368
1369
1370
1371
1372

1. Separation pay includes any accrued leave or compensatory time for non-exempt employees and any applicable accrued leave for employees eligible for paid leave under the City's leave policies.
2. The City will compensate employees for any unused vacation leave up to two times their annual vacation accrual upon retirement or termination, provided the employee has worked a minimum of six (6) months for the City.
3. The City will compensate employees for any unused sick leave up to 128 hours (192 hours for Fire Department employees on a 56-hour schedule) upon separation, provided the employee has worked a minimum of five (5) years for the City and is separating in good standing (not terminated for reasons related to misconduct or performance) having given a two-week notice.
4. Employees cannot use accrued leave (e.g., vacation, holiday, compensatory time) during the last two (2) weeks of employment unless approved by the City Manager. [If the employee uses sick leave within this period, the employee will be required to provide a doctor's note.](#)
5. The City reserves the right to deduct the cost of unreturned City property from the employee's final paycheck. The amount of wages withheld is determined by the replacement cost of the unreturned property. However, the City shall not make deductions which result in the employee's pay falling below the minimum wage or the salary basis test.

Section 10 Discipline

A. Observance of Rules and Policies

Employees who violate work rules or policies of the City are subject to disciplinary action, including possible termination. Disciplinary action may also be imposed for performance contrary to training or failure to carry out instructions. Discipline also may result from other unacceptable conduct or performance, even though not specifically prohibited by a particular work rule or policy.

B. Responsibilities

1. Supervisors are responsible for ensuring the proper performance and conduct of employees under their supervision.
2. Supervisors, through the normal chain of command, are responsible for monitoring disciplinary actions and assisting in handling and documenting discipline.

1373 C. General Procedures

1374

1375 1. When a supervisor determines that disciplinary action may be needed, the supervisor may
1376 conduct an interview with the employee for the following purposes:

1377

1378 a. To allow the employee to explain the circumstance(s) in question, either orally or in
1379 writing.

1380

1381 b. To provide the employee with a clear understanding of the supervisor's observations
1382 and expectations.

1383

1384 c. To proceed with disciplinary action, if warranted.

1385

1386 2. When disciplinary action against a supervisor or Department Director may be necessary,
1387 the next supervisory level up the chain of command shall be responsible for instituting the
1388 disciplinary process in consultation with the Human Resources Director. The City Manager
1389 may take appropriate disciplinary action against any employee in consultation with the
1390 Human Resources Director. All actions taken by the City Manager are final and may not
1391 be appealed.

1392

1393 D. Forms of Disciplinary Action

1394

1395 The following steps are intended to provide a range of disciplinary actions that may be used to fit
1396 the circumstances of the violation. The steps below will not necessarily be taken in the order listed.
1397 The City may enforce any level of disciplinary action, including immediate termination of
1398 employment, depending upon the severity of the conduct and the employee's work performance,
1399 prior disciplinary history, length of service, and mitigating circumstances, if any. Department
1400 Directors may remove an employee from the worksite with City Manager's approval for up to two
1401 weeks with pay during any investigative process. The disciplinary steps below are not exhaustive,
1402 and the City reserves the right to deviate from the steps below when other forms of discipline are
1403 warranted.

1404

1405 1. Written Reprimand – Level I. This step is intended to inform the employee in writing that
1406 violations of policy or other conduct are unacceptable. The supervisor prepares a
1407 memorandum documenting the questionable actions in as much detail as possible to inform
1408 the employee of the unacceptable performance or conduct and potential consequences. The
1409 supervisor shall then consult with the next level of supervision, the Department Director,
1410 and the Human Resources Director prior to issuing the reprimand. The supervisor shall
1411 provide a copy of the memorandum to the employee. The original memorandum will be
1412 provided to the Human Resources Office to become part of the employee's personnel file.

1413

1414 2. Written Reprimand – Level II. This reprimand notifies the employee in writing that poor
1415 performance and/or conduct or violation of rules or policies has jeopardized the employee's
1416 status and that continuation of these practices may result in further disciplinary action. The
1417 supervisor prepares a memorandum documenting the questionable actions in as much detail
1418 as possible to inform the employee of the unacceptable performance or conduct and

1419 potential consequences. The supervisor shall then consult with the next level of
1420 supervision, the Department Director, and the Human Resources Director prior to issuing
1421 the reprimand. The supervisor shall provide a copy of the memorandum to the employee.
1422 The original memorandum will be provided to the Human Resources Office to become part
1423 of the employee's personnel file.
1424

1425 3. Suspension. A suspension is a short period of time off (up to two weeks) without pay to
1426 provide notice that the employee is facing a possible demotion or termination if
1427 performance or conduct does not improve. A Department Director, or designee, may
1428 suspend an employee without pay when such action is deemed necessary to correct the
1429 employee's conduct or performance. Prior to action being taken, the Department Director
1430 and the intervening supervisor shall discuss the matter with the Human Resources Director
1431 and obtain the City Manager's approval. Additionally, prior to action being taken, the
1432 Department Director and the intervening supervisor should discuss with the employee his
1433 or her overall work record, disciplinary history, work performance, attendance, and
1434 conduct as applicable. If the City Manager determines that a suspension is appropriate, the
1435 Department Director or designee notifies the employee in writing of the suspension and
1436 provides a copy of the memorandum to the employee. The original memorandum will be
1437 provided to the Human Resources Office to become part of the employee's personnel file.
1438 Suspension without pay of any exempt employee must be discussed in advance with the
1439 Human Resources Director.
1440

1441 4. Demotion. Consideration of demotion and the procedures related thereto shall be the same
1442 as those for suspension.
1443

1444 5. Termination. If a supervisor believes that termination is appropriate, the employee will be
1445 placed on Administrative Leave with or without pay as approved by the City Manager. The
1446 supervisor will review the circumstances and supporting documentation with his or her
1447 supervisor, or designee, and the Human Resources Director. The procedures for
1448 termination shall be the same as those for suspension and demotion. Prior to administering
1449 the termination, the supervisor responsible for the termination shall discuss the matter with
1450 the Human Resources Director and obtain the City Manager's approval. When a decision
1451 has been reached, the supervisor notifies the employee of the decision and provides a copy
1452 of the memorandum to the employee. The original memorandum will be provided to the
1453 Human Resources Office to become part of the employee's personnel file.
1454

1455 E. Appeals

1456 1. An employee may appeal a disciplinary action, including termination, by filing a written
1457 request with the Human Resources Director within five (5) working days from the date of
1458 notification of disciplinary action taken. The Department Director or supervisor
1459 immediately above the employee's supervisor who gave the Written Reprimand – Level I
1460 will hear the appeal. All other appeals will be scheduled and heard by the City Manager
1461 or designee. All decisions and disciplinary actions by the City Manager shall be final.
1462
1463

1464 2. Any and all appeals filed later than five (5) working days after the date the employee is

1465 formally notified of disciplinary action shall be denied and the current status of the action
1466 shall become final.

1467
1468 3. All appeals will be scheduled and heard within a reasonable time from the date the appeal
1469 is filed with the Human Resources Director.

1470
1471
1472
1473

1474 **Section 11 Performance Appraisal**

1475
1476 A. Purpose

1477
1478 The performance appraisal program provides a method for comparing each employee's
1479 performance to the work expected for the position. It should promote a common understanding of
1480 individual needs, work objectives, and specific job standards of acceptable performance.

1481
1482
1483 B. Responsibilities

- 1484
- 1485 1. Generally, the performance appraisal schedule will lead to annual appraisals.
 - 1486
1487 2. An initial performance appraisal will be conducted six (6) months after an employee is
1488 hired. Thereafter, performance appraisals will be conducted according to schedules and
1489 guidelines developed by the Human Resources Director for all regular full-time and part-
1490 time employees scheduled for more than twenty (20) hours per week.
 - 1491
1492 3. The Human Resources Director will maintain records of performance appraisals conducted
1493 in the employee's personnel file and will provide assistance to supervisors as necessary.
 - 1494
1495 4. The City Manager is responsible for conducting, on an annual basis, a review of
1496 performance of each Department Director according to the individual job description
1497 developed jointly by the Department Director and the City Manager.

1498
1499
1500 **Section 12 Leave Policies**

1501
1502 A. Purpose

1503
1504 The purpose of this policy is to provide for appropriate leave and other time off for employees.

1505
1506 B. Vacation

- 1507
- 1508 1. Vacation with pay is authorized for all regular full-time employees.
 - 1509
1510 2. The following schedule is to be used in determining the annual accrual of vacation time,

1511 for employees in regular full-time pay status.

1512

1513	Years of Service	Days of Vacation
1514	0 through 4	10 Days (80 hours)
1515	5 through 9	15 Days (120 hours)
1516	10 and above	20 Days (160 hours)

1517

1518 56-hour per week Fire Department employees receive the following:

1519

1520	0 through 4 Years	120 hours per year (5 shifts)
1521	5 through 9 Years	180 hours per year (7.5 shifts)
1522	10 Years and above	240 hours per year (10 shifts)

1523

1524 3. Full-time employees will deem to have accrued 40 hours of vacation leave upon completion
1525 of their first two weeks of employment. Prorated accrual of vacation begins after
1526 completing six months ~~upon~~of employment and vacation leave may be taken ~~after~~before
1527 six (6) months of service with the Department Director approval.

1528

1529 4. Vacation leave may not be used in advance of accrual without written approval of the City
1530 Manager.

1531

1532 5. Vacation leave shall not be used in increments of less than one (1) hour.

1533

1534 6. Employees shall schedule their vacation periods with approval of their supervisors as far
1535 in advance as possible.

1536

1537 7. Employees may accumulate vacation leave up to two times their annual accrual rate.

1538

1539 8. In the event of an emergency or work scheduling requirements, employees may be required
1540 to defer their vacation. Authorization under this policy shall be at the discretion of the
1541 City. If such deferment of leave for benefit of the City would cause employees to accrue
1542 more than the maximum allowed amount, the City will, at its option, compensate the
1543 employees for such excess leave or authorize them to exceed the maximum.

1544

1545 9. As approved and at times designated by City administration, employees may elect to
1546 receive cash in lieu of unused, accrued vacation hours by completing a “Vacation Cash-In
1547 Request” form. Regular, full-time employees may “cash in” half their annual accrual, up
1548 to a maximum of eighty hours per calendar year.

1549

1550 10. Regular, full-time employees must maintain a vacation balance of one annual accrual after
1551 deducting the cashed-in hours. Cashed-in vacation hours are non-reversible and will be
1552 paid as a lump sum on a separate check.

1553

1554 C. Sick Leave

1555

1556 1. Sick leave with pay is authorized for all regular full-time employees when absent from

1557 work for personal health reasons or when attending to an immediate family member who
1558 is ill. Immediate family member is defined as: spouse, child, stepchild, parent, stepparent,
1559 parent-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandparent-in-
1560 law, grandchild, legal guardian, or ward. This definition applies to the sick leave section
1561 only.
1562

1563 2. Regular full-time employees accrue 96 hours of sick leave per year. Accrual begins
1564 immediately upon employment. Sick leave may be carried over from one year to the next
1565 and can accumulate up to a maximum of 720 hours. When an employee has accumulated
1566 720 hours, the employee shall not accrue additional sick leave.
1567

1568 56 hours per week Fire Department employees accrue 144 hours of sick leave per year.
1569 Sick leave may be carried over from one year to the next and can accumulate up to a
1570 maximum of 1010 hours. When an employee has accumulated 1010 hours, the employee
1571 shall not accrue additional sick leave.
1572

1573 3. Prorated accrual of sick leave begins upon employment. Sick leave is prorated by dividing
1574 the total amount of sick leave by 26 (total number of pay periods in a year). The resulting
1575 amount is the sick leave accrued each pay period. Sick leave, if needed, may be taken after
1576 one (1) month of service.
1577

1578 4. In order to receive compensation during an absence due to illness, employees must notify
1579 their supervisors one-half hour prior to the appointed work time. Failure to give such
1580 notification, except in an emergency or due to unusual circumstances, as determined by the
1581 supervisor, may result in an employee's absence being charged to leave without pay for
1582 that day.
1583

1584 5. The City may require an employee to present satisfactory, written proof of illness or injury
1585 for the employee or immediate family member that prevents him or her from working.
1586 Once requested, employees must present such written proof within five (5) business days
1587 to the Human Resources Director.
1588

1589 6. Sick leave may not be used in advance of accrual.
1590

1591 7. Sick leave shall not be used in increments of less than one (1) hour.
1592

1593 8. Abuse of sick leave or inappropriate sick leave usage may result in immediate disciplinary
1594 action, up to and including termination of employment, and may also render the employee
1595 ineligible for paid sick leave benefits. Abuse of sick leave occurs when an employee uses
1596 sick leave for unauthorized purposes, misrepresents the actual reason for the absence, or
1597 fails to timely provide proof of injury or illness to the Human Resources Director. Abuse
1598 of sick leave includes use of sick leave for anything other than an illness, injury, or
1599 doctor/dentist appointment as provided for in this policy. Abuse of sick leave may render
1600 an employee ineligible for paid sick leave benefits.
1601

- 1602 9. Inappropriate sick leave usage occurs when usage of sick leave, not protected by law,
1603 becomes so frequent that an employee cannot fulfill the employee's essential job functions.
1604
1605 10. An employee on sick leave, whether paid or unpaid, may not work a second job during the
1606 period of leave, even if he or she has written authorization from the Department Director
1607 to work a second job. The only exceptions to this policy must be obtained in writing from
1608 the Department Director who will submit it to the Human Resources Department.
1609

1610 D. Holidays

- 1611
1612 1. Regular full-time and regular part-time employees are eligible for paid holidays authorized
1613 by the City.
1614
1615 2. Eligibility for holiday pay begins with the first day of employment.
1616
1617 3. The City observes the following days as paid holidays for all regular employees.
1618
1619 a. New Year's Day – January 1
1620
1621 b. Martin Luther King, Jr. Day – 3rd Monday in January
1622
1623 c. Good Friday - Friday before Easter
1624
1625 d. Memorial Day - Last Monday in May
1626
1627 e. Independence Day - July 4
1628
1629 f. Labor Day/September 11 - 1st Monday in September
1630
1631 g. Thanksgiving Day - 4th Thursday in November
1632
1633 h. Day After Thanksgiving - 4th Friday in November
1634
1635 i. Christmas Eve - December 24
1636
1637 j. Christmas Day - December 25
1638
1639 k. One Personal Holiday – Floating Holiday
1640
1641 56-hour per week Fire Department employees will receive 11 twelve-hour shifts (132
1642 hours) of holiday time per year. All employees will accrue holiday time regardless of if
1643 the holiday is worked or not. Employees scheduled to work holidays will be paid at the
1644 regular rate.
1645
1646 4. Holidays that fall on Saturday will typically be observed on Friday. Holidays that fall on
1647 Sunday will typically be observed on Monday as determined by the City Manager.

1648
1649
1650
1651
1652
1653
1654
1655
1656
1657
1658
1659
1660
1661
1662
1663
1664
1665
1666
1667
1668
1669
1670
1671
1672
1673
1674
1675
1676
1677
1678
1679
1680
1681
1682
1683
1684
1685
1686
1687
1688
1689
1690
1691
1692
1693

- 5. Floating holidays accrual will occur on the 1st payroll in January. Employees on a 9-hour schedule will accrue the holiday leave of a number of hours equal to the difference between the total holiday hours (88 hours) and the hours required to cover the remaining appointed holidays for the calendar year.
- 6. Employees must be in paid status on the scheduled workday immediately prior to and following a holiday to be eligible for holiday pay. Employees receiving workers' compensation benefits or short-term/long-term disability benefits are not considered in paid status.
- 7. Floating holiday leave must be scheduled and pre-approved by the employee's supervisor. Such leave will be granted if not disruptive to City services. Floating holiday leave shall not be used in increments of less than one (1) hour.
- 8. The first Monday in September will be observed as the September 11 holiday for firefighters as established by state statute.
- 9. Regular part-time employees will receive pro-rated holiday pay based upon the following scheduled hours worked per week:

<u>Number of Hours Worked Per Week</u>	<u>Pro-Rated Holiday Hours</u>
1 to 10 hours	2 hours
11 to 20 hours	4 hours
21 to 30 hours	6 hours
Over 31 hours	8 hours

E. Bereavement Leave

- 1. Regular full-time and regular part-time employees are eligible for paid bereavement leave. Bereavement leave is an additional employee benefit and does not draw from the employee's accrued leave.
- 2. Bereavement leave benefits begin on the first day of employment.
- 3. Employees may take up to 24 hours of paid bereavement leave for a death of an immediate family member as approved by the Department Director.
- 4. Immediate family member is defined as: spouse, child, stepchild, parent, stepparent, parent-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandparent-in-law, grandchild, legal guardian, or ward. This definition applies to the bereavement leave section only.
- 5. An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave.

1694 6. The Department Director may approve an employee to take accrued leave after having
1695 taken bereavement leave.

1696

1697 F. Administrative Leave

1698

1699 The City Manager may place an employee on Administrative Leave, with or without pay, for a
1700 period of time not to exceed two (2) weeks. Upon approval by the City Manager, Administrative
1701 Leave may be extended with a review every two (2) weeks.

1702

1703 G. Family and Medical Leave

1704

1705 Eligible employees shall be entitled to a maximum of twelve (12) weeks of unpaid leave under the
1706 Family and Medical Leave Act, as amended (FMLA) during a twelve (12) month period; (1) for
1707 the birth, adoption or foster placement of an employee's child; (2) to care for a spouse, parent,
1708 child, stepchild, or an individual with whom the employee is standing "in loco parentis" with a
1709 serious health condition; or (3) where, because of a serious health condition, the employee is
1710 unable to perform the functions of his or her position.

1711

1712 1. To be eligible for benefits an employee must have been employed for at least twelve (12)
1713 months and worked for at least 1,250 hours during the twelve (12) months immediately
1714 preceding the commencement of leave. To determine eligibility for leave, the City uses a
1715 rolling 12-month period measured backward from the date of any FMLA leave.

1716

1717 2. Serious health condition, for the purposes of this policy, means an illness, injury,
1718 impairment or physical or mental condition that involves any period of incapacity or
1719 treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or
1720 residential medical care facility, and any period of incapacity or subsequent treatment in
1721 connection with such inpatient care.

1722

1723 3. Whenever an employee's leave is foreseeable, the employee must notify his or her
1724 supervisor at least thirty (30) days before the leave is anticipated to begin by submitting
1725 the Family and Medical Leave of Absence Request form. Failure to give notice for a
1726 foreseeable leave may result in delay of the leave. If, however, the nature of the leave
1727 requires that it begin in less than thirty (30) days, employees must notify their supervisors
1728 as soon as possible. The employee must provide medical certification from the health care
1729 provider (see paragraph below) within fifteen (15) days after requested. Furthermore,
1730 continuing proof of disability may be requested at any time as a condition of the leave.
1731 There are certain exceptions to eligibility for FMLA and the City is legally permitted to
1732 deny a request for leave under certain conditions.

1733

1734 4. Any request for a medical leave must be accompanied by a Medical Certification Form
1735 completed by the health care provider of the eligible employee or of the child, spouse or
1736 parent of the employee. All medical certifications must be complete and provide all of the
1737 requested information. Failure to provide timely completed medical certifications (i.e.,
1738 fifteen days after requested) may result in the delay of leave and/or termination of
1739 employment. Subsequent re-certification and second opinions may also be required.

1740 Additional Medical Certification forms are available from the Human Resources Director.

1741

1742 5. Employees may choose to retain or use accrued paid vacation, sick leave, floating holiday,
1743 and compensatory time off for the length of the unpaid leave period. Eligible employees
1744 who are on leave due to a work-related serious health condition will be placed on FMLA
1745 and this time will count toward their FMLA allotment. In no instance will the total amount
1746 of time used for any purposes authorized under FMLA exceed twelve (12) weeks in any
1747 twelve (12) month period.

1748

1749 6. Employees who qualify for FMLA may exercise their rights to leave on an intermittent
1750 basis. However, when intermittent leave is taken, the employee, depending on the needs
1751 of the City, may be transferred to a position that is better suited to intermittent absences.

1752

1753 7. Employees who were receiving group health plan benefits just prior to taking leave under
1754 the FMLA may elect to continue those benefits during an approved FMLA. Employees
1755 who elect to continue coverage during their FMLA must continue to pay their portion of
1756 monthly health care premiums as indicated above. Employees have a thirty (30) day grace
1757 period in which to make premium payments. If payment is not made timely, the group
1758 health insurance may be canceled, provided they are notified in writing at least fifteen (15)
1759 days before the date that health coverage will lapse, or, at the City's option, the City may
1760 pay the employee's share of the premiums during the FMLA leave and recover these
1761 payments from the employee upon return to work.

1762

1763 8. Except in special circumstances, employees who fail to return to work for at least thirty
1764 (30) days following a FMLA are required to repay any group health plan premiums that
1765 were paid by the City during their leave.

1766

1767 9. Vacation and sick leave will accrue while an employee is on Family and Medical Leave
1768 for a period up to six weeks.

1769

1770 10. Following an approved FMLA leave, an employee will be returned to the same position or
1771 to an equivalent position, provided that the employee returns within the twelve (12) week
1772 period.

1773

1774 11. Upon return to work after a leave taken for the employee's own serious health condition,
1775 the employee must provide a certification signed by the employee's health care provider
1776 which clearly indicates that with respect to the conditions for which leave was taken, the
1777 employee is fit to return to work.

1778

1779 12. An employee taking FMLA leave for the birth or adoption of a child must initiate the leave
1780 within one (1) year of the birth or adoption.

1781

1782 H. Military Leave

1783

1784 1. Employees who participate in the United States Armed Forces Reserve or National Guard
1785 are provided a reasonable amount of time off for recurring reserve training. Normally,

1786 fifteen (15) calendar days of paid military leave will be granted per year. While on military
1787 leave, an employee will continue to accrue benefits provided by the City.
1788

1789 2. Requests for military leave beyond fifteen (15) days will be reviewed with respect to the
1790 City needs and applicable state and federal laws.
1791

1792 3. Regular employees who enter military service or become called to active duty for an
1793 extended period are granted an unpaid leave of absence and will be reinstated upon
1794 completion of the duty in the same position (or a similar position with the same pay, rank,
1795 and seniority) in accordance with applicable state and federal laws.
1796

1797 4. Military Exigency Leave: employees who are otherwise eligible for FMLA leave, and who
1798 have a spouse, parent, child, stepchild, or an individual with whom the employee is
1799 standing “in loco parentis” with, or next of kin to that is deployed, has been notified of an
1800 impending deployment to a foreign country, has been called to active duty, or who has been
1801 notified of an impending call to active duty status in support of a contingency operation
1802 may be eligible for a military exigency leave and take up to 12 weeks of leave in one 12-
1803 month period. This FMLA leave can be for up to 12 work weeks, and can be used for the
1804 following:

1805 a. to address issues arising from short-notice deployment (7 or less days);
1806

1807 b. to address legal/financial arrangements arising from active duty;
1808

1809 c. to attend counseling;
1810

1811 d. to attend military events;
1812

1813 e. to spend time with family member on rest and recuperation leave (up to 5 calendar
1814 days);
1815

1816 f. to attend post-deployment activities (within 90 days after return from active duty);
1817

1818 g. to address child-care issues.
1819

1820 5. Military Caregiver Leave: employees who are the spouse, parent, child, stepchild, or an
1821 individual with whom the employee is standing “in loco parentis” with, or is next of kin to
1822 a service member who incurred a serious injury or illness while on active duty in the Armed
1823 Forces and is undergoing medical treatment, recuperation or therapy, may take up to 26
1824 weeks of leave to care for the injured service member in one 12-month period.
1825
1826

1827 I. Civil Leave 1828

1829 The City of Corinth provides paid civil leave to regular full-time employees and regular part-time
1830 employees required to serve on jury duty, subpoenaed, or requested to testify as witnesses by the
1831 City in a City-related civil, criminal, legislative, or administrative proceeding.

1832
1833
1834
1835
1836
1837
1838
1839
1840
1841
1842
1843
1844
1845
1846
1847
1848
1849
1850
1851
1852
1853
1854
1855
1856
1857
1858
1859
1860
1861
1862
1863
1864
1865
1866
1867
1868
1869
1870
1871
1872
1873
1874
1875
1876
1877

1. The City encourages its employees to fulfill their civic duty by serving on a jury if called.
2. When jury service is less than a full day, employees are expected to report for work during the period of time they are not required for the jury.
3. Employees on jury service working other than day shifts must arrange reporting requirements with their supervisor.
4. While on jury duty, employees will be granted time off with pay. This paid civil leave is an additional employment benefit and will not draw from the employee’s accrued leave.
5. Employees must provide documentation of the requirement for jury duty, subpoena compliance, etc., with their leave request. Employees must submit civil leave requests, along with supporting documentation to their supervisor as soon as possible so that arrangements can be made to accommodate their absence.

J. Paid Quarantine Leave

The City of Corinth, pursuant to Texas Local Government Code Section 180.008, provides paid quarantine leave for firefighters, peace officers, and emergency medical technicians who are employed by, appointed by, or elected to the City and ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.

1. Definitions:

- a. “Paid quarantine leave” means: (1) all employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits provided by the city; and (2) if applicable, reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation costs.
- b. “Peace officer” means police officers licensed by the Texas Commission on Law Enforcement and employed by the City of Corinth.
- c. Emergency Medical Technician: an individual who is employed by the City and certified as an emergency medical technician under Chapter 773, Health and Safety Code.
- d. Fire Fighter: a paid employee of the city’s fire department who: (a) holds a position that requires substantial knowledge of firefighting; (b) has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Texas Local Government Code; and (c) performs at least one of the following functions: (i) fire suppression; (ii) fire prevention; (iii) fire training; (iv) fire safety education; (v) fire maintenance; (vi) fire communications; (vii) fire medical emergency

1878 technology; (viii)fire photography; (ix) fire administration; or (x) fire arson
1879 investigation.

1881 e. Health Authority: a physician appointed by the county to administer state and local
1882 laws relating to public health within the city's jurisdiction.

1883
1884 2. Quarantine Leave. A City of Corinth fire fighter, peace officer, or emergency medical
1885 technician who is ordered to quarantine or isolate by the person's supervisor or the City's
1886 health authority due to a possible or known exposure to a communicable disease while on
1887 duty is entitled to receive paid quarantine leave for the duration of the leave.

1888
1889 3. No Reduction in Compensation and Benefits

1890 The City of Corinth will not reduce a fire fighter's, peace officer's, or emergency medical
1891 technician's vacation leave balance, sick leave balance, holiday leave balance, or other paid
1892 leave balance in connection with paid quarantine leave taken in accordance with this
1893 policy.

1894
1895 K. Public Safety Employees Mental Health Leave Policy

1896 Pursuant to Section 614.015 of the Texas Government Code, the purpose of this policy is to
1897 provide paid mental health leave to eligible peace officers employed by the City of Corinth who
1898 experience a traumatic event in the scope of employment. This benefit has been extended to
1899 eligible Fire Department employees.

1900
1901 1. Full-time, licensed peace officers employed by the City of Corinth are eligible to request
1902 paid mental health leave. Also, full-time Emergency Medical Technicians, and full-time Fire
1903 Fighters (as defined in section J. Paid Quarantine Leave) are eligible to request paid mental
1904 health leave. This group of employees will be referred as "eligible public safety employees".

1905
1906 2. An eligible public safety employee who experiences a traumatic event in the scope of
1907 employment, shall be entitled up to 3 days of paid mental health leave per calendar year.
1908 Mental health leave shall not accrue.

1909
1910 3. Traumatic Event.

1911 A. A traumatic event means exposure to actual or threatened death, serious injury or
1912 sexual violence which is experienced by an eligible public safety employee in the
1913 scope of the employee's duties by:
1914 1. directly experiencing the event.
1915 2. witnessing, in person, the event as it occurred to others.
1916 3. experiencing repeated or extreme exposure to aversive details of the event.

1917
1918 B. Traumatic events may include, but are not limited to, the following:

1919 1. Incidents involving multiple casualties which may include shootings, traffic
1920 accidents or major disasters, including weather related events.
1921 2. Line of duty death or suicide of a department member.
1922 3. Officer(s) involved shooting of a person.

1923 4. Response to or investigation of a death of an individual involving violence or
1924 neglect.

1925
1926 C. Stressful events (e.g., death of a loved one, divorce) not involving an immediate
1927 threat to life or physical injury in the scope of an officer's duties are not
1928 considered a traumatic event for the purposes of this policy.

1929 4. Request for Leave.
1930 To use leave, an eligible public safety employee is required to submit a written request to his
1931 or her supervisor or the highest Administrative Officer of the Police or Fire Department:

- 1932
1933 a. Within three (3) days after experiencing a traumatic event in the scope of
1934 employment; or
1935 b. If directed by a mental health professional.

1936 5. Anonymity.
1937 The City of Corinth shall keep requests for mental health leave and any medical information
1938 related to mental health leave under this policy confidential except when disclosure is required
1939 to effectuate the leave or required by law. The request to take leave shall be maintained in a
1940 file separate from the employee's general personnel file.

1941
1942 6. Effect on Paid Leave Balances.
1943 An eligible public safety employee's pay or accrued paid leave balance, including sick leave,
1944 vacation leave, holiday, or other paid leave, shall not be reduced for using mental health leave
1945 in accordance with this policy.

1946
1947
1948 **Section 13 Workers' Compensation**
1949

1950 A. Policy

1951
1952 The City, acting under the Texas Workers' Compensation Act, provides workers' compensation
1953 coverage benefits to employees for injuries or illnesses sustained by the employee during the
1954 course and scope of their employment.

1955
1956 B. Responsibilities

- 1957
1958 1. Employees who suffer an occupational injury or illness, however minor, must report the
1959 incident to their supervisor as soon as possible after the incident occurs.
1960
1961 2. The supervisor or other designated person shall ensure that emergency treatment is
1962 obtained for employees who may become injured or ill on the job.
1963 3. Upon notification of an injury, the immediate supervisor shall conduct an investigation and
1964 provide information to the person responsible for workers' compensation records in the
1965 department and the Human Resources Office in accordance with the City's loss control
1966 procedure.

1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990
1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012

4. Employees returning to work from a lost-time injury must have been allowed to return to work by their attending physician. Employees must provide a copy of the Texas Workers' Compensation Work Status Report to the Human Resources Department. The Human Resources Department will coordinate the employee's return to work.
5. Employees who are off duty due to an occupational injury or illness shall report weekly by telephone to their supervisors and keep their supervisors apprised of their status.
6. The City may require an employee to return to partial or light duty work status in accordance with the "Temporary Modified Duty Assignments" Procedure when physically and medically able to do so, provided such work assignments are available.
7. Employees receiving benefits under the Workers' Compensation Act who are unable to work their regular duties and schedules shall not engage in any secondary employment (including self-employment) whatsoever without the prior written approval of their Department Director and the Human Resources Department. Employees engaging in other employment while collecting benefits and not working regular duties and schedules will be subject to disciplinary action, which could include termination of employment.

C. Benefits

1. The City will compensate the employee the difference between the Workers' Compensation payments and the employee's regular full time pay if the employee is receiving a statutory Temporary Income Benefit (TIB) and while being employed with the City. This benefit will be suspended or initially denied if an employee fails to comply with City policy and directions. Under no circumstances will an employee on workers' compensation leave receive more paid benefits (workers' compensation and salary continuation benefits) than the amount the employee would receive in base salary/wages (excluding overtime, shift differential, and Field Training Officer pay).
2. An employee receiving workers' compensation benefits should be immediately available by phone to the Human Resources Department and/or the employee's department during the employee's normal work hours (with the exception of doctor visits, a hospital stay, and brief limited errands), unless otherwise directed by the Department Director.

Section 14 Employee Benefits

The City provides a number of benefits and types of coverage to eligible workers. Eligibility for certain benefits may be subject to employment status or number of hours worked. Generally, the City provides the following benefits to its employees:

A. Group Health Program

- 2013 B. Group Life and AD&D Insurance Program
- 2014
- 2015 C. Retirement Program
- 2016
- 2017 D. Short-Term Disability Plan
- 2018
- 2019 E. Long-Term Disability Plan
- 2020
- 2021 F. Section 125 “Cafeteria” Benefit Program
- 2022
- 2023 G. Section 457 Deferred Compensation Program
- 2024
- 2025 H. 401(a) Qualified Plan for Matching Section 457 Contributions
- 2026

2027 The City reserves the right to change or terminate any of the benefit programs or to require or
2028 increase employee premium contributions for any benefit program at its discretion and without
2029 cause or notice to employees.

2030
2031

2032 **Section 15 Vehicle Use Policy**

2033

2034 A. Policy

2035

2036 City Vehicles shall be used only for City business except as otherwise provided in the
2037 administrative procedures promulgated by the City of Corinth, the General Orders of the Police
2038 Department, the Operations Manual of the Fire Department, or as specified by the City Council.
2039 Risk of loss from vehicle accidents involving all City employees will be minimized through driver
2040 record screening, hands-on training and education, defensive driving training, and standardized
2041 vehicle accident review procedures.

2042

2043 This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees.
2044 Police Officers and Fire Fighters are subject to the applicable provisions of Texas Government
2045 Code and the general and special orders of the Police and Fire Departments, which may incorporate
2046 some or all of the provisions of this policy.

2047

2048 B. Definitions

2049

- 2050 1. Authorized Personnel shall mean those persons authorized to use a City vehicle in
2051 accordance with these procedures.
- 2052
- 2053 2. City Business shall mean any authorized work or activity performed by a City employee
2054 or other person on behalf of the City.
- 2055
- 2056 3. City Vehicle shall mean any motor vehicle or motor-driven equipment owned or leased by
2057 the City.
- 2058

2059 4. On-Call Employees shall mean those employees subject to being summoned to perform
2060 City work or duties beyond their normal work hours.

2061

2062 C. Driver Licenses and Driving Records

2063

2064 1. The City of Corinth requires that all employees driving or operating a City vehicle have the
2065 appropriate operator's or commercial driver license as required by the State of Texas.
2066 Employees who use their personal vehicles while conducting City business shall maintain
2067 current liability insurance and driver license in accordance with Texas law. Failure to
2068 maintain current liability insurance and driver license may result in disciplinary action up
2069 to and including termination.

2070

2071 2. At the direction of the City Manager and in accordance with proper applicable law, a driver
2072 license check through the City's vendor will be performed through the Human Resources
2073 Department every year for all City of Corinth employees who hold positions that have a
2074 direct impact on the public's or fellow employees' health, safety and welfare through
2075 products or services provided by the City. After a thorough review, the driving records of
2076 employees whose three-year driving history indicates loss of license, DWI, DUI, multiple
2077 moving violations, or vehicle accidents will be forwarded to the applicable Department
2078 Director for their review and appropriate action. Employees so identified will be suspended
2079 from driving City vehicles during the review process.

2080

2081 3. Individuals who apply for positions or transfer to positions requiring a valid operator's or
2082 commercial license, and who do not already possess the requisite license, must pass the
2083 written portion of the examination for the specific license required prior to the initial
2084 interview. The applicant selected for employment must then pass the driving portion of
2085 the examination within five (5) working days and may not begin work until the applicable
2086 license is obtained. A driver record check will be made prior to assignment to the new
2087 position.

2088

2089 4. Failure to maintain the required driver license to operate City vehicles will be sufficient
2090 grounds for reclassification to a non-driving position, disciplinary action, or termination.

2091

2092 5. Employees shall self-disclose, without the necessity of an inquiry, any loss or limitation in
2093 driver license status and any and all arrests, charges, or convictions for Driving While
2094 Intoxicated, Driving Under the Influence, Involuntary (vehicular) Manslaughter, or any
2095 type of traffic citation received whether such incidents arose out of work-related driving or
2096 not. Employees shall make such self-disclosure to their supervisor, or his or her designee,
2097 at the earliest opportunity and shall not operate any vehicle on City business until cleared
2098 to do so by the Department Director, or his or her designee. The supervisor shall
2099 immediately communicate this information to the Department Director. Employees who
2100 fail to make such required self-disclosure at the earliest opportunity, or who operate a
2101 vehicle on City business prior to making such required self-disclosure, shall be subject to
2102 disciplinary action, including termination. For the purposes of this section, "earliest
2103 opportunity" means prior to 10:00 a.m., local time, on the first business day following the
2104 precipitating incident.

2105
2106
2107
2108
2109
2110
2111
2112
2113
2114
2115
2116
2117
2118
2119
2120
2121
2122
2123
2124
2125
2126
2127
2128
2129
2130
2131
2132
2133
2134
2135
2136
2137
2138
2139
2140
2141
2142
2143
2144
2145
2146
2147
2148
2149
2150

D. Driver – Safety and Training

1. Department Directors shall confirm that an employee or applicant has demonstrated the ability to operate vehicles and special equipment in a safe and competent manner by requiring the employee to operate the equipment to the satisfaction of his or her supervisor. Training will be conducted for those individuals who cannot satisfactorily operate such equipment. Under no circumstances shall an unsupervised employee be allowed to operate a vehicle or piece of equipment for which he or she is untrained or unqualified.
2. Employees who are required to operate vehicles as part of their job descriptions or normal duties should be encouraged to attend a Defensive Driving Course (DDC).
3. All City drivers shall wear safety belts when any vehicle is in motion and require all occupants (including back seat passengers) of the vehicle to do likewise. This Section applies to motor vehicles, other than motorcycles, as those terms are defined by Tex. Rev. Civ. Stat. Ann., art 6701d 2, or its successor.

E. Use of City Vehicles

All employees who operate City vehicles and motor-driven equipment must adhere to the minimum requirements and standards outlined in this section.

1. Rules and Regulations for use of City Vehicles
 - a. No employee shall use a City vehicle for commuting to or from his or her residence during off-duty work hours unless authorized to do so in accordance with these procedures and regulations.
 - b. Every employee who is responsible for a City vehicle shall properly secure, lock, and remove the ignition keys from the vehicle at any time during which the vehicle is parked and unattended.
 - c. No employee shall use a City vehicle to transport any person, except for the purpose of performing City business. However, employees authorized to use City vehicles for commuting to or from their residence may occasionally transport non-City persons in City vehicles when traveling to or from work or City related business if approved by the Department Director.
 - d. Every employee driving a City vehicle shall use best efforts to park the vehicle off-street, except when otherwise necessary to perform City business.
 - e. Every employee who drives or is otherwise responsible for a City vehicle shall use all reasonable care in the operation and use of the vehicle and shall promptly report to the appropriate person or department any needed servicing, repairs, or maintenance.

- 2151 f. Each employee operating a City vehicle shall comply with all applicable traffic laws.
- 2152
- 2153 g. An employee shall not transport alcoholic beverages or any other intoxicant within or
- 2154 upon a City vehicle at any time.
- 2155
- 2156 h. Employees are not authorized to conduct personal business in City vehicles during
- 2157 work hours except as specifically authorized by this policy. "Personal business"
- 2158 includes running personal errands and shopping.
- 2159
- 2160 i. During scheduled work shifts, an employee operating a City vehicle is authorized to
- 2161 stop for reasonable, limited time periods for meals, to obtain refreshments. Discretion
- 2162 will be used by employees when more than three other City vehicles are already present
- 2163 at the establishment.
- 2164
- 2165 j. Employees operating City vehicles are not authorized to transport family members or
- 2166 friends for non-City business. Department Directors may grant specific and limited
- 2167 exceptions to this rule when the employee demonstrates good cause and/or an urgent
- 2168 need. Department Directors may only grant such exceptions on a case-by-case basis.
- 2169
- 2170 k. Employees may operate City vehicles to transport sick or injured individuals to medical
- 2171 care facilities in specific emergency situations.
- 2172

2173 2. Authorization for "Take Home Vehicles"

- 2174
- 2175 a. An employee may be authorized to take a City vehicle to his or her residence during
- 2176 off-duty hours when an "Authorization for Take-Home Vehicle" Form has been
- 2177 completed, signed by the employee, and approved by the designated supervisor. The
- 2178 Department Director shall maintain a file of all approved requests.
- 2179
- 2180 b. The authorization for a take-home vehicle may be approved when the employee is an
- 2181 "on-call" employee who has a job-related need for the vehicle after normal working
- 2182 hours, and the employee resides in the corporate limits of the City of Corinth. If the
- 2183 employee does not reside within the corporate city limits, then the situation shall be
- 2184 evaluated by the Department Director to determine if the "on call" employee can
- 2185 respond back to the city as needed within an appropriate and acceptable amount of time,
- 2186 usually not to exceed thirty minutes. If a Department Director deems it necessary for
- 2187 him/herself to be "on-call" as well as additional personnel, then the same vehicle policy
- 2188 and guidelines shall apply to the Department Director so long as he/she is in possession
- 2189 of a city vehicle.
- 2190
- 2191 c. Employees authorized to take City vehicles home are authorized to make reasonable,
- 2192 brief, and limited stops before or after assigned work shifts while traveling to and from
- 2193 work to conduct personal errands, such as obtaining a limited number of grocery items
- 2194 (a loaf of bread, gallon of milk, etc.), picking-up cleaning, making bank transactions,
- 2195 and the like. On-call employees, who are allowed to come and go freely but must
- 2196 respond to a return-to-work notification by radio, or telephone, may use "take-home"

2197 vehicles for personal business if such use is required to meet response times outlined
2198 in Department or Division policies.

2199
2200 d. Employees authorized to take City vehicles home are authorized to transport non-City
2201 persons in City vehicles when traveling to or from work or City related business if
2202 approved by the Department Director. If the employee is not traveling to or from work
2203 or City related business, the employee shall not transport non-City persons in City
2204 vehicles.

2205
2206 e. The approval for a “take-home” vehicle shall be made for the purpose of assuring the
2207 performance of City business, and such authorization or use shall not constitute or be
2208 considered a vested employment benefit or right of the employee. Such authorization
2209 or use may be denied, revoked, or suspended at any time for any reason or for no reason.

2210
2211 3. Use of City Vehicles by Volunteer Personnel

2212
2213 a. Volunteers are authorized to drive City vehicles provided all of the following
2214 conditions are met:

- 2215 • Use is authorized by the Department Director.
- 2216 • Use enhances the ability of the City to provide services.
- 2217 • Selected driver has successfully demonstrated the ability to drive the provided
2218 vehicle, and
- 2219 • Selected driver has a current Texas driver license appropriate for the vehicle to be
2220 used.

2221
2222 b. Volunteer drivers are not considered to be City employees, and thus are not covered by
2223 the Texas Worker’s Compensation Law. However, certain Police and Fire Department
2224 Volunteers may receive coverage. These volunteers who wish to file a claim for injuries
2225 or damages associated with their volunteer work must contact the Office of the Human
2226 Resources Department.

2227
2228 F. Use of Personal Vehicles

2229
2230 1. City employees are expected to carry liability insurance on any personal vehicle used to
2231 transact City business. Employees will contact their insurance carrier to determine the
2232 necessity for a “Business Use” rider to their policy. The City will not assume responsibility
2233 of pursuing claims against the employee’s carrier or the other driver in the event of a
2234 collision or other loss. If the City employee does not receive full compensation (e.g., an
2235 uninsured driver), a claim for the unpaid expense may be filed in the Office for the City
2236 Manager. All such claims must be accompanied by full documentation of payments and
2237 expenses.

2238
2239 2. Reimbursement for occasional use. The City of Corinth will pay employees for using their
2240 personal vehicles on City business at the IRS mileage rate, as such may be amended from
2241 time to time.

2242

- 2243 3. Maintenance and Insurance. The City pays for maintenance and insurance costs through
2244 the mileage payments. Consequently, the City will not pay employees for vehicle repair
2245 costs but will pay the insurance deductible when warranted. If an employee's vehicle fails
2246 to operate while he or she is out of town on City business, the City will pay reasonable
2247 towing costs to the nearest garage. The City will not pay towing costs within the City.
2248
- 2249 4. Volunteers. Persons who donate their time and services to the City are not covered by the
2250 Worker's Compensation (with the exception of designated Police and Fire Department
2251 Volunteers), and the City assumes no liability for the use of their personal vehicle during
2252 any volunteer activity.
2253

2254 G. Vehicle or Equipment Accident Procedures
2255

- 2256 1. When involved in a vehicle collision, each City employee operating a City vehicle or
2257 equipment and each City employee operating a personal vehicle in the course of transacting
2258 City business is required to do the following:
2259
- 2260 a. Notify his or her supervisor immediately.
 - 2261
 - 2262 b. Notify local law enforcement authorities if non-employees were involved or if property
2263 not owned by the City is damaged.
 - 2264
 - 2265 c. Remain at the scene of the accident until released by competent authority.
 - 2266
 - 2267 d. Obtain names and addresses of the other party and any witnesses.
 - 2268
 - 2269 e. Talk with no one at the scene concerning the accident except law enforcement officers
2270 and to help with any needed medical assistance.
 - 2271
 - 2272 f. Under no circumstance, give statements or talk with anyone about the accident after
2273 leaving the scene without first obtaining approval from their Department Director or
2274 appropriate Supervisor.
 - 2275
 - 2276 g. Refuse to sign or place his or her signature upon any papers or documents related to
2277 the accident, except for official police reports and ticket citations, without prior
2278 approval from their Department Director or appropriate Supervisor.
 - 2279
 - 2280 h. Assist the supervisor in the completion of the City of Corinth report of vehicle accident.
2281
- 2282 2. The Supervisor shall:
2283
- 2284 a. Notify the Police Department if the vehicle operator has not already done so.
2285
 - 2286 b. Notify their Department Director who shall in-turn notify the Office of the City
2287 Manager and the Human Resources Office as soon as possible during regular duty
2288 hours. After duty hours, accidents resulting in death or severe personal injuries shall

2289 be reported to the respective Department Director who will inform the Human
2290 Resources Director and the City Manager.

2291
2292 c. If necessary, go to the scene of the accident to assist in the investigation. Take pictures
2293 of the accident scene as required.

2294
2295 d. Notify the Department Director immediately for possible substance abuse testing in
2296 accordance with the City Policy.

2297
2298 e. Complete and submit the report of vehicle accident to the Human Resources Office not
2299 later than two working days after the accident.

2300
2301 f. If the employee was injured, fill out the appropriate workers' compensation forms.

2302
2303 3. Police Officers Shall:

2304
2305 a. Investigate all accidents occurring within its jurisdiction involving a City vehicle and
2306 property not owned by the City.

2307
2308 b. Notify the City driver's Department Director if the City employee is physically unable
2309 to do so.

2310
2311 c. Forward a copy of any reports, including amended reports involving City vehicles to
2312 the Chief of Police who shall be responsible for forwarding such reports to the Human
2313 Resources Office.

2314
2315 H. Vehicle Accident Review Procedures

2316
2317 1. The City of Corinth will standardize the review and disposition of all vehicle accidents and
2318 incidents involving City vehicles and drivers. Each Department Director is responsible for
2319 properly investigating any accidents involving vehicles from their Department and taking
2320 responsible measures to assure that such accidents, if preventable, do not reoccur. The
2321 Department Director is also responsible for reporting such findings to the City Manager
2322 ~~who shall in turn also notify~~ and the Human Resources Office.

2323
2324 2. An employee wishing to appeal a decision reached by ~~the Department Director~~ his
2325 supervisor(s) that results in disciplinary action related to the findings of an accident
2326 investigation; will be granted the appeal process establish under Section 10.E of the
2327 Disciplinary policy. ~~shall appeal to the City Vehicle Accident Review Board (defined~~
2328 ~~below). If the affected employee wishes to appeal the decision of the CVARB, then such~~
2329 ~~appeal shall be made directly to the Office of the City Manager and his/her decision on the~~
2330 ~~matter shall be final. No further appeal is allowed.~~

2331
2332 ~~3. City Vehicle Accident Review Board (CVARB). The CVARB shall consist of the following~~
2333 ~~positions appointed by the City Manager as needed, unless otherwise directed by the City~~
2334 ~~Manager.~~

2335
2336
2337
2338
2339
2340
2341
2342
2343
2344
2345
2346
2347
2348
2349
2350
2351
2352
2353
2354
2355
2356
2357
2358
2359
2360
2361
2362
2363
2364
2365
2366
2367
2368
2369
2370
2371
2372
2373
2374
2375
2376
2377
2378
2379

- ~~Chief of Police~~
- ~~Chief of Fire~~
- ~~Public Works Operations Director~~
- ~~Planning Director~~
- ~~Finance Director~~
- ~~Human Resources Director~~

~~The CVARB shall meet periodically (as determined by the City Manager) to review:~~

- ~~Standardization of board actions~~
- ~~Trends~~
- ~~Disciplinary actions for certain types of preventable accidents (as required)~~
- ~~Procedural Modifications (as required)~~

Section 16 Fire Department

A. Operations

In order to provide the highest level of service to the lake cities, the Lake Cities Fire Department shall have in place an “Operations Manual” containing those rules, regulations, policies, procedures and operating guidelines which addresses those subjects specific to fire department operations.

The “Operations Manual” will be issued and maintained by the Fire Chief and will govern all members of the Lake Cities Fire Department. The Fire Chief will be responsible to the City Manager of the City of Corinth for its content and guide. The fire department’s “Operations Manual” will not conflict with the City of Corinth’s Personnel Policy Manual or related directives issued by the City of Corinth. In the event of any conflict, the provisions of the City of Corinth Personnel Policy Manual will prevail.

Any disciplinary actions taken for violations of the “Operations Manual” or this Personnel Policy Manual shall be taken in accordance with the Texas Government Code. Before any disciplinary actions are delivered to the employee, the supervisor shall discuss the matter with the Human Resources Director.

Section 17 Police Department

A. General Orders, Standard Operating Procedures & Code of Conduct

1. General Orders

2380 It is understood that by the very nature of Law Enforcement and Public Safety, a more
2381 stringent level of supervision and guidance is required in order to honorably succeed in
2382 providing the elevated level of service and training involved in public safety operations.
2383 Therefore, the Police Department shall have in place as a guideline to Law Enforcement
2384 Policies and Procedures called the "General Orders" Manual. This Manual shall be used
2385 by police personnel as a guide to law enforcement related questions and situations which
2386 may from time to time arise.

2387
2388 The "General Orders" Manual shall be issued and maintained by the Chief of Police as
2389 standing orders to all police personnel. The Chief of Police shall be responsible to the City
2390 Manager for its content and guide. At no time should any procedure within the "General
2391 Orders" Manual be in conflict with the City of Corinth Personnel Policy Manual. However,
2392 if such a contradiction does occur, the provisions of the Personnel Policy Manual shall be
2393 the prevailing policy unless otherwise authorized by the City Manager, or with his/her
2394 permission, the Chief of Police.

2395
2396
2397 2. Code of Conduct

2398
2399 The Chief of Police shall be responsible for the creation, issuance, and adherence to a
2400 special Police Department "Code of Conduct." This Code of Conduct shall serve as a strict
2401 guide for police personnel with reference to ethical, moral and legal matters. It shall be
2402 adhered to at all times by all police personnel and shall serve as a detailed extension of the
2403 City of Corinth Personnel Policy Manual specifically designed for the special conditions
2404 and expectations placed upon those in the law enforcement profession.

2405
2406 Any disciplinary actions taken according to the code of conduct or failure to follow a
2407 directive within the "General Orders" or "Standard Operating Procedures" or this
2408 Personnel Policy Manual shall be taken in accordance with the Texas Government Code.
2409 Before any disciplinary actions are delivered to the employee, the supervisor shall discuss
2410 the matter with the Human Resources Director.

2411
2412
2413 B. City Issued Law Enforcement Equipment

2414
2415 Members of the City of Corinth Police Department may, at the discretion of the Chief of
2416 Police, be issued certain types of specialized equipment to use within the course and scope

2417 of their law enforcement duties. This equipment may consist of but is not limited to the
2418 issuance of:

- 2419
- 2420 1. Uniforms
 - 2421 2. Police insignia
 - 2422 3. Identifications/commission card(s)
 - 2423 4. Firearms
 - 2424 5. Firearm accessories
 - 2425 6. Ballistic body armor
 - 2426 7. Other equipment as specified by the Chief of Police

2427

2428 All equipment issued shall be maintained in proper order by the employee in whose care it
2429 has been entrusted. At no time shall any city equipment be used in such a manner that it
2430 was not intended or which would bring discredit to the city.

2431

2432 All issued police equipment shall be returned immediately upon request from the Chief of
2433 Police or his/her designee or at the time of separation of employment from the city.