

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all ordinances or Manuals of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.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

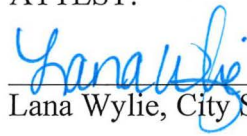
That this Ordinance shall take effect on July 11, 2022. The Human Resources Director shall notify all employees of the revised Manual.

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

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Section 1 Introductory Statement

A. Policy

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

B. Questions

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

C. Objectives

The objectives of the Manual are as follows:

1. To ensure uniform understanding and application of the City's Personnel policies and procedures.
2. To identify the authority and responsibility for administering Personnel policies and procedures.
3. To standardize the handling of recurring Personnel administration matters.
4. To provide a basis for informing and counseling employees as well as training supervisors in Personnel administration.

D. Official Policy

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

E. Responsibilities

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

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

F. Reservation

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

G. Disclaimer

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

Section 2 Employment-at-Will

A. Voluntary Employment

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

B. Contractual Obligations

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

Section 3 Equal Employment Opportunity Policy & Reporting Procedures

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

A. Equal Employment Opportunity

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

B. Unlawful Discrimination and Harassment

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

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

C. Sexual Harassment

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

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

- a. Making unwanted sexual advances or request for sexual favors, or other verbal or physical acts of a sexual nature, such as uninvited touching or sexually related comments.
- b. Making the acceptance or refusal of sexual advances a basis for employment decisions or a condition of employment.
- c. Creating an intimidating, offensive, or hostile workplace by, for example:

Verbal Conduct:

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

Visual Conduct:

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

Physical Conduct:

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

D. Grievance Procedures

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

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

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

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

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

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

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

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

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

Section 4 Employment and Selection

A. General

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

230 B. Administrative Guidelines

- 231
- 232 1. Applications are accepted for existing vacancies only. All applicants must complete an
- 233 official application, as provided on-line by the City of Corinth. The Human Resources
- 234 Director will maintain applications in accordance with legal guidelines.
- 235

236 The Fire Department will oversee the hiring of fire department employees and will forward

237 information on successful candidates to the Human Resources Department.

238

- 239 2. False statements on the application or during employment interviews are grounds for
- 240 rejection of the applicant or grounds for termination, if already employed.
- 241
- 242 3. Generally, initial screening of applicants shall be conducted by or according to directions
- 243 of the Human Resources Director.
- 244
- 245 4. Screened applications will be referred from the Human Resources Office to the hiring
- 246 supervisors. Only those applicants referred to the hiring supervisor by the Human
- 247 Resources Office may be considered for selection.
- 248
- 249 5. All employment advertising will be placed by or be approved by the Human Resources
- 250 Director.
- 251

252 C. Selection Procedures

- 253
- 254 1. Supervisors requesting additional or replacement personnel must submit a requisition that
- 255 has been approved by the appropriate supervisor and the City Manager before steps are
- 256 initiated to fill a vacancy.
- 257
- 258 2. Updated job descriptions must be on file with the Human Resources Director for each
- 259 position to be filled.
- 260
- 261 3. The hiring supervisor will conduct reference checks and will work with the Human
- 262 Resources Director to verify the validity of licenses or certificates, if required for the
- 263 position.
- 264
- 265 4. The Department Director or designee will initiate all job offers and will schedule a time
- 266 for the completion of the necessary forms and, if required for the position, a medical
- 267 examination or other tests.
- 268
- 269 5. Testing. Any required tests (includes drug testing) will be administered under the direction
- 270 of the Human Resources Director.
- 271
- 272 6. Vacancies may be posted internally prior to outside advertising.
- 273
- 274
- 275

276 D. Conditions of Employment

- 277
- 278 1. Criminal History Check. The City may request, through the City's vendor, a criminal
- 279 history check of an applicant as part of the employment process, to verify statements made
- 280 on an application for employment and to determine if any convictions exist.
- 281
- 282 2. Driving Records. For positions requiring an employee to drive on business of the City, the
- 283 Human Resources Director may request a list of convictions for traffic violations, and a
- 284 verification that the potential employee has a valid driver license. The Human Resources
- 285 Director may also request a review of an employee's driving record when considered for
- 286 promotions or as a routine check of City employees. A person is ineligible for employment
- 287 in a position that involves driving if the person has a poor driving record. A poor driving
- 288 record is evidenced by any of the following:
- 289
- 290 a. Two or more at fault accidents in the last three years; or
- 291
- 292 b. Four or more moving violations in the last three years; or
- 293
- 294 c. A driving violation while intoxicated or under the influence (DWI/DUI) in the last
- 295 five years; or
- 296
- 297 d. More than one DWI/DUI ever.
- 298
- 299 3. Pre-Employment Drug Testing. All applicants applying to positions that have a direct
- 300 impact on the public's or fellow employees' health, safety and welfare through products or
- 301 services provided by the City who receive a conditional offer of employment with the City
- 302 must first pass a pre-employment drug test before employment may begin. The City will
- 303 not hire any applicant who refuses to take the pre-employment drug test. If the results
- 304 received by the City indicate that an applicant did not pass the pre-employment drug test,
- 305 the offer of employment shall be withdrawn.
- 306
- 307 4. Commercial Driver License (CDL). Certain positions within the City require employees
- 308 to have a Commercial Driver License or attain one within 90 days of date of employment.
- 309
- 310 5. Medical/Psychological/Physical Agility Exam Requirement. For those positions where
- 311 physical capacity has been determined and documented as a job requirement, an offer of
- 312 employment may be conditioned upon the satisfactory results of one or more examinations
- 313 to determine the applicant's ability to meet the established requirements. The City will
- 314 designate the medical clinic for the examination and will be responsible for the cost of an
- 315 examination required by the City
- 316
- 317 6. Nepotism. No officer of the City shall appoint, vote for, or confirm the appointment to any
- 318 office, position, clerkship, employment or duty, of any person related within the [second](#)
- 319 [third](#) degree by affinity or within the third degree by consanguinity to any member of the
- 320 Council or the Mayor, when the salary, fees or compensation of such appointee is to be
- 321 paid for, directly or indirectly, out of or from public funds or fees of office of any kind or

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

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

E. Promotions and Transfers

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

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

For the Fire Department, the posting of positions and oversight of promotional process will be the responsibility of the Fire Chief with the information on the successful candidate being forwarded to the Human Resources Department. All fire department promotions will be posted at least sixty (60) days prior to the beginning of the promotional process.
2. Any employee with the proper qualifications ~~and with more than six months of service~~ is eligible to apply for a vacant position. Applications should be submitted on an application provided on-line by the Human Resources Director.
3. Internal applications are to be considered by the hiring supervisor according to the City's established protocol for employment selection procedures as set forth in this section 4.
4. Positions that are not filled from the internal promotion process may be announced to the general public. Employees of the City may also apply for a position after it has been

announced to the general public.

5. Promotional testing for Public Safety positions will be administered by their departments in accordance with local, state and federal laws.
6. An employee desiring a transfer to another division or location should first discuss the transfer with his or her supervisor. The employee should not contact another supervisor until an interview has been arranged by the Human Resources Director.
7. Requests for transfer are subject to the approval of the supervisor(s) of the affected division(s) and the City Manager.
8. A lateral transfer may be approved if the transfer furthers the interests of the City.

F. Employee Classifications

City employees will be classified as one of the following:

1. Regular Full-time. Employment in an annual budgeted position for a minimum of forty (40) hours per week.
2. Regular Part-time. Employment in an annual budgeted position for a minimum of twenty (20) hours per week and less than forty (40) hours per week.
3. Seasonal/Temporary. Employment in a position established for a specified period and seasonal employment. A temporary position may consist of any number of hours.

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

G. Re-employment

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

Section 5 Orientation and Training

A. Purpose

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

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:

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

D. Tuition Reimbursement

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

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

Section 6 General Work Rules

A. Work Hours and Attendance

506 1. Responsibilities.

- 507
- 508 a. Regular and prompt attendance at work is required of all employees of the City.
- 509 Employees are required to be at their workplaces in accordance with the work schedules
- 510 established for their division or facility unless officially excused by the responsible
- 511 supervisor.
- 512
- 513 b. Supervisors, through the normal chain of command, shall ensure that absences from
- 514 duty and the reasons for the absences are recorded on time reports or other documents
- 515 as needed.
- 516
- 517 c. Failure to report to work for three (3) continuous days without notifying the employee's
- 518 supervisor will constitute job abandonment. This will result in the employee's
- 519 immediate termination.
- 520
- 521 d. The hours during which offices, facilities, and divisions are open for business are
- 522 determined by the City Manager.
- 523
- 524 e. Supervisors shall implement, through the normal chain of command, alternative
- 525 schedules to provide for other specific requirements of the division or facility.
- 526
- 527 f. Individual employees may be directed to work special hours or shifts as determined by
- 528 the needs of the City.
- 529
- 530 g. The various departments will determine mealtimes. Breaks will be short and infrequent
- 531 for personal convenience not to exceed fifteen (15) minutes in a four (4) hour period.
- 532
- 533 h. State and federal law require that a nursing mother be provided a reasonable break time
- 534 in order to express breast milk for her nursing child for up to one (1) year after the
- 535 child's birth or adoption (as applicable) each time such an employee has a need to
- 536 express the milk. The City will provide a private, secure location, other than a
- 537 restroom, with a separate refrigerator in the employee's building for this purpose. The
- 538 space provided will be one that can be made available to the employee as needed, is
- 539 shielded from view, and free from intrusion from co-workers or the public. The
- 540 employee and her supervisor will agree on the times for these breaks. In order to prepare
- 541 such a designated space, the City requires advance notification (that an employee is
- 542 requesting this break time) so that space can be designated and prepared within a
- 543 facility. For the purposes of this policy, a written request directed to Human Resources
- 544 will suffice. Human Resources will work with the Department Director to ensure that
- 545 an adequate space is prepared and maintained for the duration of the period of time
- 546 expressing is requested. Breaks taken for the purpose of expressing breast milk will run
- 547 concurrently, not in addition to, other breaks taken throughout the day.
- 548

549 2. Inclement Weather

- 550
- 551 a. If inclement weather circumstances prevent, or are expected to prevent, an employee

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

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

3. Overtime.

- a. Employees are expected to work overtime, when necessary, as determined and approved by the supervisor.
- b. Overtime work is not a right and will be acceptable only for the good of the City when approved by the supervisor [\(as stated under Section 9. Compensation, C.2.a.\)](#).
- c. Supervisors shall notify employees of the necessity for overtime work in advance, if possible. During emergency situations, employees are expected to stay after normal work hours or to report to work before or after regular work hours with little or no advance notice.

B. Outside Employment

1. Definitions.

- a. Holding a position with the City is the primary employment for regular full-time employees.
- b. Outside or secondary employment (including self-employment) includes any job or position in which an employee provides goods or services in consideration of payment of any type.

2. Considerations.

- a. Employees may be allowed to pursue outside employment (secondary employment) only when such employment does not interfere with, or adversely affect, the employee's ability to perform assigned duties in the operation and business of the City. Work requirements, including overtime and availability for emergency recall, have precedence over any outside employment.
- b. An employee engaging in outside work during non-scheduled work hours must notify his or her supervisor in writing prior to engaging in outside or secondary employment (including self-employment).
- c. Authorization to work at an outside job may be rescinded at any time by the City.

- 598
599 d. Outside employment and outside activities that constitute a conflict of interest with the
600 purposes and mission of the City are prohibited. City employment duties shall take
601 priority over outside employment duties.
602

- 603 3. Sworn Police and Fire Department employees shall refer to department specific policies
604 regarding outside employment.
605

606 C. Employee Safety
607

- 608 1. Commitment to safety of self, fellow workers, the public, property, tools and equipment is
609 a fundamental condition of employment with the City. In the performance of duties,
610 employees are expected to observe safety practices, rules and operating procedures, as well
611 as instructions relating to the efficient performance of their work.
612
- 613 2. Responsibilities. All employees are expected to carry out the following responsibilities:
614
- 615 a. Review safety procedures and make plans to perform assigned work in a safe manner,
616 after prior consultation with their supervisor when appropriate.
617
 - 618 b. Follow safety procedures and take an active part in protecting oneself, fellow workers,
619 the public, equipment and facilities.
620
 - 621 c. Report all accidents, injuries and illnesses immediately to the responsible supervisor.
622
 - 623 d. Render first aid according to safety training and common sense. Call for emergency
624 assistance when needed.
625
 - 626 e. Report immediately to the responsible supervisor all-unsafe conditions encountered.
627
 - 628 f. Attend safety-training meetings when requested.
629
 - 630 g. If prescribed or over the counter medication or alcohol have been used off the job, it is
631 the responsibility of the employee to report to work without any side effects that could
632 impair the employee's ability to function safely and efficiently and notify the supervisor
633 in writing of the use and any known side effects which could affect safety or
634 performance.
635
 - 636 h. Maintain all work areas, tools, equipment and facilities in a clean, orderly, and safe
637 condition.
638
- 639 3. Due to the length and complexity of topics, the City's Safety Program may be published in
640 separate documents and directives. Responsibilities of supervisors and all other personnel
641 are as delineated in the City's Safety Program.
642

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

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

G. Tobacco Use

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

1. The use of all tobacco products (smoking, smokeless or electronic) is prohibited within any municipal facility, City vehicle, or enclosed piece of equipment.
2. Areas will be designated for smoking at each City facility. Employees will be able to use these areas during their break periods or meals.

H. Employee Weapons Policy

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

1. "City property" includes but is not limited to City owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, and parks, including leased property.
2. This ban excludes possessing or storing guns or firearms in employees' locked personal vehicles in City parking lots, parking garages, and parking areas.
3. Employees, other than City of Corinth licensed peace officers, are also prohibited from carrying a "prohibited weapon" while on duty or at any time while engaging in City-related business.
4. "Prohibited weapons" include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc., as defined by Texas Penal Code Sections 46.01 and 46.05, as amended.

I. Telecommuting

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

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.

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

858 **Section 7 Drug Free Workplace**

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 d. Reduce absenteeism and tardiness; and

875
876 e. Provide for a testing process.

877
878 3. This policy establishes expected standards of conduct for all employees, and it states the
879 potential disciplinary actions that may be taken if the standards are violated. The City is
880 also concerned with prevention of substance abuse and will provide information and
881 education on the dangers of drugs. The City expects all employees to enthusiastically
882 support this policy and to be alert to any possible dangers or abuses related thereto.

883
884 4. The requirements of this policy extend to the abuse of all substances, such as, but not
885 limited to, abuse of alcoholic beverages, inhalants, prescription, or other drugs and illegal
886 drugs.

887
888 5. Medical Marijuana. Texas recognizes the use of low-THC medical marijuana for persons
889 enrolled in the Compassionate Use Registry, for whom the drug was prescribed by a
890 physician through the Compassionate Use Program, and which was obtained from a State
891 of Texas-authorized dispensary. While some other states permit marijuana use, marijuana
892 is still illegal under Texas state law, other than the narrow exception above and under
893 federal law. Employees in safety sensitive positions, and/or those subject to random,
894 reasonable suspicion or post-accident testing will be tested for the presence of THC
895 (marijuana), as provided in Section 7.D for the Personnel Policy Manual.
896

897
898 B. Standards of Conduct

899
900 1. The following rules represent the policy of the City on substance abuse. They are effective
901 immediately and will be enforced uniformly with respect to all employees.

902
903 2. All employees are prohibited from being under the influence of alcohol, inhalants, or illegal
904 substances during working hours.

905
906 a. The sale, possession, transfer, or purchase of illegal drugs on the property or while
907 conducting business for the City is strictly prohibited. Such action will be reported to
908 the appropriate law enforcement officials and may result in termination of employment.

909
910 b. No alcoholic beverage will be opened or consumed on the premises of the City.

911
912 c. Any employee using prescription or other drugs that may affect safety or impair work
913 performance shall notify his or her supervisor in writing upon reporting to work. The
914 supervisor shall immediately provide this information to the Human Resources
915 Director for documentation in the employee's file.
916

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

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

C. Treatment

1. Employees who feel they have developed an addiction to or dependence on alcohol, inhalants, or drugs are encouraged to seek assistance.
2. Rehabilitation itself is the responsibility of the employee. Employees seeking medical attention for addiction are entitled to benefits under the group medical insurance plan of the City, as outlined under the provisions of that plan.

D. Testing

1. Pre-Employment Drug Testing. As indicated in the Conditions of Employment (Section 4.D), all applicants applying for positions that have a direct impact on the public's 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.
2. Post-Accident Testing. Drug/Alcohol testing shall be conducted when an employee's conduct may have contributed to a job-related accident. This policy shall also apply if the employment related accident results in damage to personal or City property in excess of \$200, or injury to any person that requires medical attention. Prior to requiring an employee to submit to a drug test, the supervisor shall discuss the matter with the Human Resources Director. Any decision not to administer a drug test under this policy shall be made by the supervisor and reported in writing to the Human Resources Director.
3. Reasonable Suspicion. When a supervisor has reason to believe that an employee, at work, when reporting to work, or when conducting City business appears to be under the influence of alcohol or drugs, the employee will be required to take a drug and/or alcohol test. The employee's actions and appearance that cause the supervisor to have individualized suspicion that the employee is under the influence of alcohol or drugs shall be documented in writing and immediately forwarded to the Human Resources Director.
4. Random Testing. Employees assigned to positions that have a direct impact on the public's health, safety and welfare through products or services provided by the City, including those with commercial driver licenses, may be subject to periodic or random testing. The City Manager shall designate the positions subject to such testing. The City uses computer software that randomly selects employees for drug testing. For those employees with

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

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

Section 8 Code of Ethics

A. Purpose

The purposes of this policy are as follows:

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

B. Truthfulness

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

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

C. Commitment

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

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

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

D. Conflict of Interest

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

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

E. Personal Financial Interests (Substantial Interest)

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

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

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

5. On-Call Pay.

- a. Only public works department employees are eligible to be assigned on-call duty. All other employees are only subject to call back to work for emergency purposes or unforeseen circumstances.
- b. Nonexempt public works employees who are required to remain in an on-call status. Employees will receive one hour of regular pay for each day they are assigned to be on-call.
- c. On-call status is defined as the twenty-four (24) hour period beginning at the start of a business day (or a specified shift) and continuing through the following morning. The supervisor shall determine the period of on-call.
- d. Employees in on-call status must be able to be contacted and to respond within the time frame established by the supervisor.
- e. Employees are expected to be fit for duty at all times while on call.
- f. While on call and for four (4) hours prior to being on call, employees are prohibited from drinking alcoholic beverages. In addition, employees should not take any prescription drug that adversely affects his or her ability to safely and effectively perform his or her job duties.
- g. Employees in on-call status who fail to respond, or if unable to be contacted at any time during that status, shall forfeit their claim to on-call pay and be removed from the on-call list for that assigned interval. Failure to respond may subject the employee to disciplinary action.
- h. On-call pay is received in addition to any other compensation and is not used in calculation of the overtime rate.
- i. Employees who are assigned to on-call duty and are required to report to work for operational or emergency purposes during non-scheduled work hours, shall receive a minimum of two-hours pay for that day. These two hours of pay is in addition to the on-call pay described in Paragraph b. of this section.
- j. Actual hours worked, including the two-hour minimum, will count as hours worked when calculating overtime. Only one two-hour minimum will apply in a given workday, even if more than one call-out is experienced.

6. Call Back Pay.

- 1236
1237 a. Due to emergencies or other unforeseen conditions, all employees are subject to
1238 call back to work.
1239

1240 Employees who are able to return to work shall be compensated for all hours
1241 worked, beginning at the time they leave for work, with pay for non-exempt
1242 employees. Employees may be assigned “call-back” duty but are considered off-
1243 duty unless they are called and are able to return to work. In the event an employee
1244 is assigned “call back” duty and is not able to return to work or does not reasonably
1245 respond to a call to return to work may be subject to discipline under these policies.
1246 Departments may also establish guidelines for what is considered a reasonable time
1247 to both respond to a call to return to work and to appear at the assigned work site.
1248

- 1249 b. Employees who are called back to work during non-scheduled work hours shall be
1250 compensated for a minimum of two (2) hours with pay in the case of non-exempt
1251 employees.
1252

- 1253 c. Travel time in response to the callback is considered work time and is included in
1254 the minimum two (2) hours provided by this policy.
1255

1256 D. Receiving Pay

1257 1. Pay Period.

- 1258
1259 a. The City provides a systematic and organized approach for the administration of
1260 pay for its employees on a bi-weekly basis.
1261
1262

- 1263 b. The bi-weekly pay period shall be divided into two workweeks of Monday through
1264 Sunday.
1265

1266 2. Pay Day.

- 1267
1268 a. The official payday for employees of the City will be on the Friday following the close
1269 of the bi-weekly pay period.
1270

- 1271 b. When the official payday falls on a holiday, the payday will be observed the day before
1272 the holiday.
1273

- 1274 c. The City pays employees by direct deposit or check.
1275

1276 E. Certification Incentive Pay

1277
1278 When an employee has or earns an additional license(s) or certification(s) related to the position,
1279 which license(s) or certification(s) exceeds what is required for the employee's position, and the
1280 license(s) or certification(s) can be used to the benefit of the City, the City offers a monthly
1281 incentive pay.

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.

F. Education Pay

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

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.

G. Longevity Pay

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

H. Separation Pay

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.

C. General Procedures

1. When a supervisor determines that disciplinary action may be needed, the supervisor may conduct an interview with the employee for the following purposes:
 - a. To allow the employee to explain the circumstance(s) in question, either orally or in writing.
 - b. To provide the employee with a clear understanding of the supervisor's observations and expectations.
 - c. To proceed with disciplinary action, if warranted.
2. When disciplinary action against a supervisor or Department Director may be necessary, the next supervisory level up the chain of command shall be responsible for instituting the disciplinary process in consultation with the Human Resources Director. The City Manager may take appropriate disciplinary action against any employee in consultation with the Human Resources Director. All actions taken by the City Manager are final and may not be appealed.

D. Forms of Disciplinary Action

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

1. Written Reprimand – Level I. This step is intended to inform the employee in writing that violations of policy or other conduct are unacceptable. The supervisor prepares a memorandum documenting the questionable actions in as much detail as possible to inform the employee of the unacceptable performance or conduct and potential consequences. The supervisor shall then consult with the next level of supervision, the Department Director, and the Human Resources Director prior to issuing the reprimand. The supervisor shall provide a copy of the memorandum to the employee. The original memorandum will be provided to the Human Resources Office to become part of the employee's personnel file.
2. Written Reprimand – Level II. This reprimand notifies the employee in writing that poor performance and/or conduct or violation of rules or policies has jeopardized the employee's status and that continuation of these practices may result in further disciplinary action. The supervisor prepares a memorandum documenting the questionable actions in as much detail as possible to inform the employee of the unacceptable performance or conduct and

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

3. Suspension. A suspension is a short period of time off (up to two weeks) without pay to provide notice that the employee is facing a possible demotion or termination if performance or conduct does not improve. A Department Director, or designee, may suspend an employee without pay when such action is deemed necessary to correct the employee's conduct or performance. Prior to action being taken, the Department Director and the intervening supervisor shall discuss the matter with the Human Resources Director and obtain the City Manager's approval. Additionally, prior to action being taken, the Department Director and the intervening supervisor should discuss with the employee his or her overall work record, disciplinary history, work performance, attendance, and conduct as applicable. If the City Manager determines that a suspension is appropriate, the Department Director or designee notifies the employee in writing of the suspension and provides a copy of the memorandum to the employee. The original memorandum will be provided to the Human Resources Office to become part of the employee's personnel file. Suspension without pay of any exempt employee must be discussed in advance with the Human Resources Director.
4. Demotion. Consideration of demotion and the procedures related thereto shall be the same as those for suspension.
5. Termination. If a supervisor believes that termination is appropriate, the employee will be placed on Administrative Leave with or without pay as approved by the City Manager. The supervisor will review the circumstances and supporting documentation with his or her supervisor, or designee, and the Human Resources Director. The procedures for termination shall be the same as those for suspension and demotion. Prior to administering the termination, the supervisor responsible for the termination shall discuss the matter with the Human Resources Director and obtain the City Manager's approval. When a decision has been reached, the supervisor notifies the employee of the decision and provides a copy of the memorandum to the employee. The original memorandum will be provided to the Human Resources Office to become part of the employee's personnel file.

E. Appeals

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

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

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

Section 11 Performance Appraisal

A. Purpose

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

B. Responsibilities

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

Section 12 Leave Policies

A. Purpose

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

B. Vacation

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

for employees in regular full-time pay status.

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

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

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

3. Full-time employees will deem to have accrued 40 hours of vacation leave upon completion of their first two weeks of employment. Prorated accrual of vacation begins after completing six months ~~upon~~ of employment and vacation leave may be taken ~~after~~ before six (6) months of service with the Department Director approval.
4. Vacation leave may not be used in advance of accrual without written approval of the City Manager.
5. Vacation leave shall not be used in increments of less than one (1) hour.
6. Employees shall schedule their vacation periods with approval of their supervisors as far in advance as possible.
7. Employees may accumulate vacation leave up to two times their annual accrual rate.
8. In the event of an emergency or work scheduling requirements, employees may be required to defer their vacation. Authorization under this policy shall be at the discretion of the City. If such deferment of leave for benefit of the City would cause employees to accrue more than the maximum allowed amount, the City will, at its option, compensate the employees for such excess leave or authorize them to exceed the maximum.
9. As approved and at times designated by City administration, employees may elect to receive cash in lieu of unused, accrued vacation hours by completing a "Vacation Cash-In Request" form. Regular, full-time employees may "cash in" half their annual accrual, up to a maximum of eighty hours per calendar year.
10. Regular, full-time employees must maintain a vacation balance of one annual accrual after deducting the cashed-in hours. Cashed-in vacation hours are non-reversible and will be paid as a lump sum on a separate check.

C. Sick Leave

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

work for personal health reasons or when attending to an immediate family member who is ill. 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 sick leave section only.

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

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

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

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

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

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

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

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

- 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 5. Floating holidays accrual will occur on the 1st payroll in January. Employees on a 9-hour
- 1650 schedule will accrue the holiday leave of a number of hours equal to the difference between
- 1651 the total holiday hours (88 hours) and the hours required to cover the remaining appointed
- 1652 holidays for the calendar year.
- 1653
- 1654 6. Employees must be in paid status on the scheduled workday immediately prior to and
- 1655 following a holiday to be eligible for holiday pay. Employees receiving workers'
- 1656 compensation benefits or short-term/long-term disability benefits are not considered in
- 1657 paid status.
- 1658
- 1659 7. Floating holiday leave must be scheduled and pre-approved by the employee's supervisor.
- 1660 Such leave will be granted if not disruptive to City services. Floating holiday leave shall
- 1661 not be used in increments of less than one (1) hour.
- 1662
- 1663 8. The first Monday in September will be observed as the September 11 holiday for
- 1664 firefighters as established by state statute.
- 1665
- 1666 9. Regular part-time employees will receive pro-rated holiday pay based upon the following
- 1667 scheduled hours worked per week:
- 1668

<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

1674

1675 E. Bereavement Leave

1676

- 1677 1. Regular full-time and regular part-time employees are eligible for paid bereavement leave.
- 1678 Bereavement leave is an additional employee benefit and does not draw from the
- 1679 employee's accrued leave.
- 1680
- 1681 2. Bereavement leave benefits begin on the first day of employment.
- 1682
- 1683 3. Employees may take up to 24 hours of paid bereavement leave for a death of an immediate
- 1684 family member as approved by the Department Director.
- 1685
- 1686 4. Immediate family member is defined as: spouse, child, stepchild, parent, stepparent,
- 1687 parent-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandparent-in-
- 1688 law, grandchild, legal guardian, or ward. This definition applies to the bereavement leave
- 1689 section only.
- 1690
- 1691 5. An employee may be required to provide proof of death/funeral/family relationship in
- 1692 support of bereavement leave.
- 1693

- 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 H. Military Leave

- 1782
- 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

- 1806 a. to address issues arising from short-notice deployment (7 or less days);
1807
1808 b. to address legal/financial arrangements arising from active duty;
1809
1810 c. to attend counseling;
1811
1812 d. to attend military events;
1813
1814 e. to spend time with family member on rest and recuperation leave (up to 5 calendar
1815 days);
1816
1817 f. to attend post-deployment activities (within 90 days after return from active duty);
1818
1819 g. to address child-care issues.
1820

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

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

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

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

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

3. No Reduction in Compensation and Benefits

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

K. Public Safety Employees Mental Health Leave Policy

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

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

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

3. Traumatic Event.

A. A traumatic event means exposure to actual or threatened death, serious injury or sexual violence which is experienced by an eligible public safety employee in the scope of the employee's duties by:

1. directly experiencing the event.
2. witnessing, in person, the event as it occurred to others.
3. experiencing repeated or extreme exposure to aversive details of the event.

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

1. Incidents involving multiple casualties which may include shootings, traffic accidents or major disasters, including weather related events.
2. Line of duty death or suicide of a department member.
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.

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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.

1987 C. Benefits
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2005
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.

2006 **Section 14 Employee Benefits**
2007

2008 The City provides a number of benefits and types of coverage to eligible workers. Eligibility for
2009 certain benefits may be subject to employment status or number of hours worked. Generally, the
2010 City provides the following benefits to its employees:

2011 A. Group Health Program
2012

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 D. Driver – Safety and Training
2107

- 2108 1. Department Directors shall confirm that an employee or applicant has demonstrated the
2109 ability to operate vehicles and special equipment in a safe and competent manner by
2110 requiring the employee to operate the equipment to the satisfaction of his or her supervisor.
2111 Training will be conducted for those individuals who cannot satisfactorily operate such
2112 equipment. Under no circumstances shall an unsupervised employee be allowed to operate
2113 a vehicle or piece of equipment for which he or she is untrained or unqualified.
2114
- 2115 2. Employees who are required to operate vehicles as part of their job descriptions or normal
2116 duties should be encouraged to attend a Defensive Driving Course (DDC).
2117
- 2118 3. All City drivers shall wear safety belts when any vehicle is in motion and require all
2119 occupants (including back seat passengers) of the vehicle to do likewise. This Section
2120 applies to motor vehicles, other than motorcycles, as those terms are defined by Tex. Rev.
2121 Civ. Stat. Ann., art 6701d 2, or its successor.
2122

2123 E. Use of City Vehicles
2124

2125 All employees who operate City vehicles and motor-driven equipment must adhere to the
2126 minimum requirements and standards outlined in this section.
2127

2128 1. Rules and Regulations for use of City Vehicles
2129

- 2130 a. No employee shall use a City vehicle for commuting to or from his or her residence
2131 during off-duty work hours unless authorized to do so in accordance with these
2132 procedures and regulations.
2133
- 2134 b. Every employee who is responsible for a City vehicle shall properly secure, lock, and
2135 remove the ignition keys from the vehicle at any time during which the vehicle is
2136 parked and unattended.
2137
- 2138 c. No employee shall use a City vehicle to transport any person, except for the purpose of
2139 performing City business. However, employees authorized to use City vehicles for
2140 commuting to or from their residence may occasionally transport non-City persons in
2141 City vehicles when traveling to or from work or City related business if approved by
2142 the Department Director.
2143
- 2144 d. Every employee driving a City vehicle shall use best efforts to park the vehicle off-
2145 street, except when otherwise necessary to perform City business.
2146
- 2147 e. Every employee who drives or is otherwise responsible for a City vehicle shall use all
2148 reasonable care in the operation and use of the vehicle and shall promptly report to the
2149 appropriate person or department any needed servicing, repairs, or maintenance.
2150

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

2. Authorization for "Take Home Vehicles"

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

- ~~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

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

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

2. Code of Conduct

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

Any disciplinary actions taken according to the code of conduct or failure to follow a directive within the "General Orders" or "Standard Operating Procedures" 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.

B. City Issued Law Enforcement Equipment

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

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

1. Uniforms
2. Police insignia
3. Identifications/commission card(s)
4. Firearms
5. Firearm accessories
6. Ballistic body armor
7. Other equipment as specified by the Chief of Police

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

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