

A PERSONNEL POLICY MANUAL

OF

THE CITY OF RICHWOOD

Amended by Council February 2024

City of Richwood Employee Handbook

Welcome to the City of Richwood!

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

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

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

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

Mission Statement

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

**ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE
HANDBOOK**

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

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

Employee Signature: _____

Employee's Printed Name _____

Date _____

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

**City of Richwood
Employee Handbook**

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Director of Public Works
Finance Director/City Secretary
Court Administrator
Chief of Police
City Manager

POLICY AND PROCEDURE MANUAL

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

FOREWORD

This employee handbook and safety manual reflects the policies and procedures of The City of Richwood. The purposes of this handbook and manual are:

To provide employees and supervisors with the information necessary to fulfill its responsibilities to the citizens of this City; and

To provide for fairness and equity in the treatment of employees.

It is expected that supervisors will become familiar with the contents of this manual so that they will be able to answer employee questions as they arise and apply the appropriate policies and procedures, as the occasion requires. Employees are also responsible for ensuring that they are familiar with these policies and procedures, understand them and abide by them.

Questions about application, interpretation, or clarification regarding any specific policies or procedures are to be directed to the City Manager or respective Department Head.

Because such policies and procedures are subject to change, with or without prior notice, the information provided in this Policy and Procedure Manual is not intended to create a contract of employment nor should it be construed as terms and conditions of a contract of employment with the City.

Glenn Patton, City Manager

Date Approved

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Employment at Will
Policy #: 102
Effective: April 2014
Revised: March 2015

EMPLOYMENT AT WILL

The City of Richwood is an “employment at will” employer.

All Employees, whether full or part time, retain their positions at the will of the City. “At will” or “at the will of the City” means employment with the City of Richwood is for an indefinite term and either the City or the employee can terminate the employment at will at any time and with or without cause.

Employees are hereby informed their positions are subject to elimination one position at a time or by reductions in force as may be necessary or advisable in the best interest of the City and considering the other needs and obligations of the City.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Purpose of the Employee Handbook
Policy #: 103
Effective: April 2014
Revised: March 2015

PURPOSE OF THE EMPLOYEE HANDBOOK

The City Council of the City deems it advisable to formulate a policy defining the relationship of the City to its employees. The intent of this policy is intended to conform to the laws of the State of Texas specifically in regard to municipalities and the applicable federal legislation. This policy will require some modifications and amendments in the future.

This personnel policy is not an employment contract but is a unilateral condition of employment and each Employee is responsible for reading and understanding the same as evidenced by his or her signature below. This personnel policy manual confers no contract right upon the employees.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Applicability of Policies
Policy #: 104
Effective: April 2014
Revised: March 2015

APPLICABILITY OF POLICIES

The guidelines contained in this Handbook apply to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Richwood. City employees who report directly to the City Council (e.g. City Manager) may be subject to alternative guidelines as determined by City Council.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Definitions
Policy #: 201
Effective: April 2014
Revised: March 2015

DEFINITIONS

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

City	means the City of Richwood, Brazoria County, Texas.
City Hall Employee	means an Employee whose primary assigned office is located at the City of Richwood City Hall, Municipal Court or Police Station at 1800 Brazosport Blvd. N., Richwood, TX
Employee	means any person receiving compensation from the City for services rendered or labor performed whether or not the person is appointed by the City Council or hired by a Department Head, but excludes the Mayor and City Councilmen, the Judge and any Alternate Judge of the Municipal Court, as well as all persons providing legal, engineering, accounting or other professional services to the City on a part-time basis, and specifically excludes independent contractors as that term is interpreted by the Internal Revenue Service.
Immediate Family	means spouse, child, brother, sister, parents, grandparents, mother-in-law, father-in-law, brother-in-law or sister-in-law, step-parent, step-child, step-brother, or step-sister, grandchildren, grandparents-in-law or foster parents.
Department Head	means the Supervisor in charge of any specific designated department defined herein.
Full-Time Employee	shall be defined as any employee who has a normal work schedule of forty (40) hours per week.
Probationary Employee	shall be defined as any employee during the first one hundred and eighty (180) calendar days after initial employment.
Regular Employee	is an employee who has completed his/her probationary period and is in a position that is expected to continue "at will" subject to the provisions of this Personnel Policy Manual.
Part-Time Employee	shall be defined as an employee whose work schedule is less than forty (40) hours per week.
Temporary	shall be defined as any employee in a position that is

Employee	established for a specific limited time or until a specific project is completed.
Insubordination	shall be defined as the willful disobedience to any legal/lawful order issued by a supervisor, or any disrespectful, malicious, insolent, or abusive language or action toward a supervisor.
Incompetence	shall be defined as the inability to perform the employee's assigned task(s).
Shall or Will	indicates the action or conduct is mandatory.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Equal Opportunity Employment
Policy #: 202
Effective: April 2014
Revised: March 2015

EQUAL OPPORTUNITY EMPLOYMENT

The City of Richwood is an Equal Opportunity Employer. Pursuant to the following regulations, no hiring or employment decision shall be based upon race, color, religion, sex, national origin, age, or disability.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin. The law covers applicants to and employees of state and local governments.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The Law covers applicants to and employees of state and local governments.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits paying lower wages to employees of one sex for work performed under similar working conditions, which requires substantially equal skill, effort, and responsibility.

DISABILITY:

The American with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of state and local governments.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Specific roles of the Mayor and City Council
Policy #: 203
Effective: April 2014
Revised: March 2015

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

The City Council is the policy making body of the City and the Mayor is its presiding officer. Additionally, the Mayor is the individual who normally represents the City on ceremonial occasions. The City Manager is the person who shall provide general supervision over all the Employees of the City including Department Heads.

The detailed roles of Mayor and City Council are governed by the City's Charter.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Management of Police Department and Volunteer Fire Department
Policy #: 204
Effective: April 2014
Revised: March 2015

MANAGEMENT OF POLICE DEPARTMENT AND VOLUNTEER FIRE DEPARTMENT

It is understood that due to the specific nature of law enforcement activities, the Chief of Police as the Department Head of the Police Dept. will promulgate a specific policy applicable to the Employees of the Police Dept. which he supervises.

However, the specific policy manual promulgated by the Chief of Police as Department Head, will in no way conflict with any of the provisions of this personnel policy manual, and the provisions of this personnel manual additionally govern the Employees of the Police Department, as they are City Employees.

If a conflict arises between this employment manual and the Police Department Policy Manual, it is expressly understood that any conflict will be resolved in favor of this personnel policy manual, and this personnel policy manual supersedes for that purpose the Police Department Policy Manual.

The City has a Volunteer Fire Department, and the individuals that participate as members in the Volunteer Fire Department, are deemed to be "Volunteers" as that term is defined in the Fair Labor Standards amendments of 1985, Sections 3 (e) (29 USC.203(e)) and are not Employees for the purpose of this manual.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Collective Bargaining
Policy #: 205
Effective: April 2014
Revised: March 2015

COLLECTIVE BARGAINING

Whereas a municipality, by virtue of the law of the State of Texas, is prohibited from recognizing any individual, or group of individuals, or organizations, as representatives of their employees for the purpose of a collective bargaining, this manual is not to be construed as an agreement between employer and employee but is intended to be a statement of the policies of the City, to be followed by the City in dealing with its Employees.

Any Employee of the City shall discuss wages, hours, and working conditions with his or her immediate supervisor, and thereafter through any specific procedure hereinafter described.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Membership in Labor Organization
Policy #: 206
Effective: April 2014
Revised: March 2015

MEMBERSHIP IN LABOR ORGANIZATION

The City will not discriminate against any Employee because of the Employee's membership or non-membership in any labor organization or similar association.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Membership in Anti-Government Organizations
Policy #: 207
Effective: April 2014
Revised: March 2015

MEMBERSHIP IN ANTI-GOVERNMENT ORGANIZATIONS

The City will not employ or continue the employment of any employee who is or becomes a member of a subversive organization that advocates the overthrow of the United States government by force.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Job Duties of Employees
Policy #: 208
Effective: April 2014
Revised: March 2015

JOB DUTIES OF EMPLOYEES

Each Employee will have a general job description to be determined by the Department Head and approved by the City Manager. The job duties may vary from time as determined by the Department head and approved by the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Citizenship and Social Security Number
Policy #: 301
Effective: April 2014
Revised: March 2015

CITIZENSHIP AND SOCIAL SECURITY NUMBER

Federal regulations require the City of Richwood to comply with the Immigration Reform and Control Act of 1986. All new employees must complete Section I of the I-9 Form, and provide the City with specific documents to establish their identity and employment eligibility within three (3) days of commencing employment. Employees will be expected to complete the I-9 Form during new hire in - processing on their first day of work. If a new employee is unable to provide the necessary documentation within three (3) working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. Failure to provide the identity and employment eligibility documents within the time frame will result in termination.

Each employee of the City of Richwood shall have a social security number as a condition of employment.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Application Process
Policy #: 302
Effective: April 2014
Revised: March 2015

APPLICATION PROCESS

The City of Richwood does not accept applications and/or resumes except for positions which the City of Richwood currently has open. All applications and/or resumes must designate the open position being applied for or they will be disposed of. The City of Richwood does not retain applications and/or resumes for any period of time. Individuals interested in applying more than once for employment must submit an application and/or resume each time they apply.

No individual can be made an offer of employment with the City of Richwood without filling out the City of Richwood's Application for Employment. In order to apply for an open position, a candidate may use a previously submitted resume to satisfy the Employment and Education Sections of the application, but all other sections must be filled out and the application signed.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Residency
Policy #: 303
Effective: April 2014
Revised: March 2015

RESIDENCY

The City may not require residency within the city limits as a condition of employment with the City. Employees classified as Sworn Personnel, Management/Supervision, or above who reside outside the city limits must be able to respond to a civil emergency within 30 minutes from time of notification. (See: Local Government Code Section 150.021, c).

Exception: City Council appointees are required to live in the City limits as provided for in the City Charter.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Minimum Age Requirement for Employment
Policy #: 304
Effective: April 2014
Revised: March 2015

MINIMUM AGE REQUIREMENT

No individual under the age of eighteen years will be employed regularly with the city with the exception of Summer Work Programs in which the city participates or juveniles working off fines pursuant to permission received from the juvenile's parents.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Eligibility for Rehire
Policy #: 305
Effective: April 2014
Revised: March 2015

ELIGIBILITY FOR REHIRE

If an Employee is rehired within a one year period after being laid-off as a result of any reduction in force, that particular Employee shall be given a credit for previous active service with the City for the purpose of calculating the rate of vacation to be earned by the Employee.

Any Employee who is rehired after resigning or being terminated for any cause shall not begin his or her new service with credit for previous employment in computing the rate of any vacation accrual.

No Employee may be rehired without approval of City Manager.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Texas Driver's Licenses & Driving Record
Policy #: 306
Effective: April 2014
Revised: February 2017

TEXAS DRIVER'S LICENSES AND DRIVING RECORD

The City of Richwood requires all employees driving and/or operating a City vehicle to have the appropriate valid driver's license with any endorsements as required by the City and/or the State of Texas.

Persons that apply for positions and/or transfers which require a valid Texas Class, A, B, C, or M license must obtain said license within three (3) months of appointment, and shall not be permitted to operate any vehicle until the appropriate license is obtained. Failure to obtain the appropriate license as outlined above may result in immediate termination.

Employees may be obligated to report any DWI violation(s), arrest(s), charges or driver's license suspension to their supervisor immediately. A driver's license check shall be conducted annually during the month of January by the respective Department Head to insure that employees maintain any required valid driver's license and a safe driving record. Employees who are convicted of at least three (3) moving violations and/or one or more DWI violations within the last three (3) years may be subject to disciplinary action and prohibited to drive any City vehicle. In the event the need to be able to drive is an essential job function for that position, the employee may be subject to termination of employment.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Nepotism
Policy #: 307
Effective: April 2014
Revised: March 2015

NEPOTISM

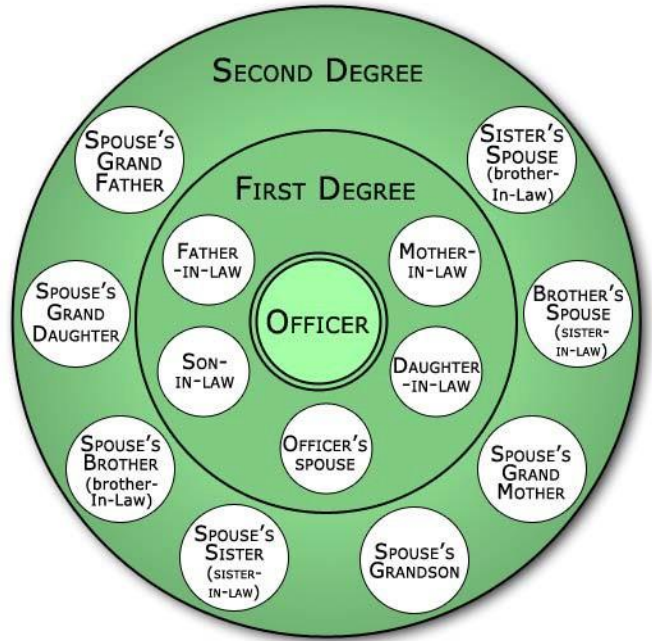
No person related within the first and second degree by affinity, or within the first, second and third degree by consanguinity to any elected officer of the city, or to the city manager, shall be appointed to any office, position or clerkship or other service of the city.

The above prohibition in reference to nepotism shall not apply to any individual who has been continuously employed by the City for a period of one (1) year prior to the election of the Mayor or Council Member.

NEPOTISM CHART

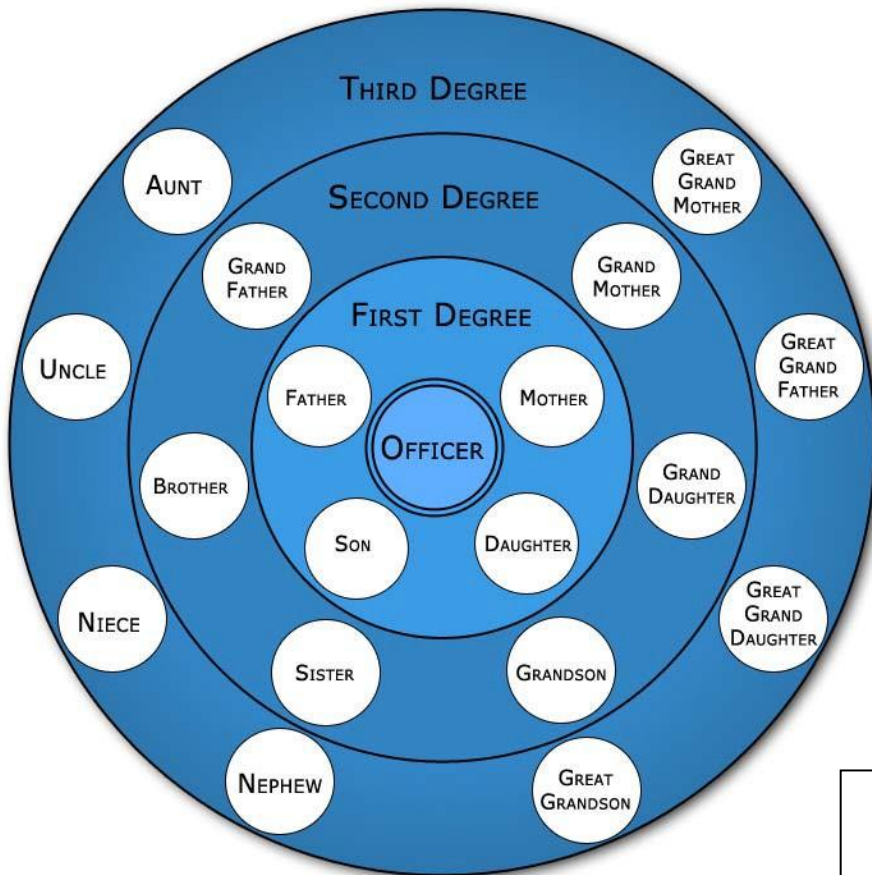
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



AFFINITY KINSHIP

Relationship by Marriage



CONSANGUINITY KINSHIP

Relationship by Blood

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Identification Badges
Policy #: 308
Effective: April 2014
Revised: March 2015

IDENTIFICATION BADGES

Employees shall be issued identification badges for the purpose of conducting official City business. Identification badges shall be issued and approved by the City Manager. All employees shall maintain access to badges while on duty. Identification badges shall remain the property of the City, and shall be returned to the City by the employee upon termination of employment.

In order to protect the safety and maintain the security of all employees, every employee must have a picture identification badge readily at all times while on company premises.

Department Heads will issue an ID badge to all new employees. Loss or damage of the ID badge should be reported immediately. There will be a \$5.00 replacement fee charged (after the 2nd replacement) if the loss of the identification badge was the result of abuse or carelessness. There will be no charge for normal wear and tear of the identification badge.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Training
Policy #: 401
Effective: April 2014
Revised: March 2015

EMPLOYEE TRAINING

When it is judged to be in the best interest of the city, Supervisors may request or permit employees to attend various workshops/conferences at the expense of the city.

Prior to attendance at a school or seminar for job-related training, an Employee must provide the Department Head with the date, location, and description of curriculum and estimate of total expenses that may be incurred.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Performance Evaluation
Policy #: 402
Effective: April 2014
Revised: March 2015

PERFORMANCE EVALUATION

Performance evaluations shall occur at least at the end of the new hire period and semi-annually thereafter. All evaluations shall be executed by the employee's direct supervisor and subsequently approved by the appropriate Department Head.

The evaluation will not be discussed with the employee until after review by the appropriate Department Head and City Manager.

Employees who desire to request an appeal, may do so in writing within ten (10) working days of their performance interview, and may be heard by the City Manager within thirty (30) days from the date of the evaluation.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Annual Employee Bonus Program
Policy #: 403
Effective: April 2014
Revised: March 2015

ANNUAL EMPLOYEE BONUS PROGRAM

The Annual Employee Bonus Program is designed to recognize the tenure and dedication to service provided by the employees.

Eligibility

Full-time City employees are eligible for the bonuses. Eligible employees will receive a bonus based on the years of service provided with a cap of 35 years. The amount per year will depend on their position.

Employees:

Those with less than 1 year service will receive \$50.

\$25 for each year of service with a minimum of \$125

Department Heads:

\$30 per year of service, up to 35 years, with a minimum of \$150

City Manager:

\$50 per year, up to 35 years, with a minimum of \$500.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Service Awards
Policy #: 404
Effective: April 2014
Revised: March 2015

EMPLOYEE SERVICE AWARDS

One way to show the appreciation of the tenure and dedication to service provided by employees is to recognize their years of service with the City.

Full time City employees become eligible at 5 year intervals beginning with their fifth anniversary and capping at 35 years. At, or as near as practicable, to their anniversary date, the employee will receive compensation of \$10 per year of service.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Wages
Policy #: 501
Effective: April 2014
Revised: March 2015

WAGES

The salary range of all Employees shall be determined by the City Council within certain limits set by the City Council as denoted in the annual budget of the City.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Overtime
Policy #: 502
Effective: April 2014
Revised: August 2020

OVERTIME

All overtime compensation for City Employees shall be paid in accordance with the current Federal and State regulations. Unless otherwise provided, overtime will be paid at time and one-half for hours in excess of established work periods.

Any overtime for the Employee will be subject to approval by the Department Head or the City Manager.

In the event of a city closure, catastrophic event, or disaster declaration, the City Council, may authorize employees, exempt (their salary shall be converted to its hourly equivalent) and non-exempt, who are required to work to be compensated at one and one-half (1 ½) times their hourly rate for all documented time during which they *actually worked* in the furtherance of emergency operations. City Council will review employee premium pay status with any extension of the city closure or disaster declaration.

The term “actually worked” means time actively engaged in physical or mental exertion related to the City’s business (at the direction and control of the Department Head or City Council) either on the City’s premises or actively engaged in the same manner in the City’s business off-premises at the direction and control of the Department Head or the City Council. The term “actually worked” shall include “stand-by” and “stand-by”/sleep-time as recognized under the Fair Labor Standard Act (FLSA) only in instances where the employee is required by his/her Department Head (or City Council) to stay on City premises engaged to wait on instructions to work and the employee does, in fact, stay and/or sleep on the City premises.

The maximum number of work hours which may be recorded for any work day is 24 hours during the first 72 hours of the emergency closure and 18 hours per day thereafter

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Pay Day
Policy #: 503
Effective: April 2014
Revised: March 2015

PAY DAY

All regular Employees of the city whether full-time or part-time will be paid semi-monthly.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Leave for Military Purpose
Policy #: 504
Effective: April 2014
Revised: March 2015

LEAVE FOR MILITARY PURPOSE

An Employee whose service or reserve unit is called into service, not to exceed two weeks, will be entitled to receive his or her regular pay less any military pay received. Written evidence of military pay received must be submitted by the Employee prior to the Employee receiving pay for time during military leave. Any military leaves of more than two (2) weeks shall be without pay.

Pay for attending Reserve or National Guard training and exercises shall be authorized only for periods which fall within the Employee's normal work schedule.

Those Employees leaving employment with the City to serve in the active military forces of the United States shall be subject to the Federal and State re-employment provisions in effect at the time of their release from active duty.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Change in Employee's Status
Policy #: 505
Effective: April 2014
Revised: March 2015

CHANGE IN EMPLOYEE'S STATUS

Any Employee who changes from Full-Time Employee to Part-Time Employee shall no longer be eligible for benefits reserved only for Full Time Employees. Any vacation accrued at the time of the change will be paid in full to the employee.

An Employee who changes from Part-Time Employee to Full-Time Employee shall be subject to the provisions of this policy manual on probation and any waiting period for benefits which will apply to new Full-Time Employees, even if the Employee had previously been a Full-Time Employee. The probationary period shall begin on the first day upon initial hire, unless the Employee changes department and shall last for one hundred eighty (180) consecutive days thereafter.

Those Employees changing from part-time to full-time status without any interruption in service shall have vacation and sick leave accrued from the time of their initial employment.

Neither Temporary Employees nor Part-Time Employees are entitled to any sick leave or vacation time.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Holidays
Policy #: 601
Effective: April 2014
Revised: June 2023

HOLIDAYS

Approved City holidays are as follows:

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

A Full Time Employee who does not work on a holiday or the day observed in place of a holiday will be paid for eight (8) hours or one day's pay whichever is applicable at the straight time base rate unless the Employee:

(A) Is absent from work without permission of their supervisor on their scheduled working day immediately preceding or immediately following the holiday.

(B) Is on extended leave of absence of more than thirty (30) days.

A Full Time Employee who works on a holiday or a day observed in place of a holiday will receive eight (8) hours pay or one day's pay whichever is applicable at straight time base rate plus time and one half. If a second shift is worked, the rate will be time and one half.

When a holiday, or a day observed in place of a holiday, falls on an Employee's regularly scheduled day off, he will be paid an extra day's pay that week. An extra day's pay resulting from this will not count as a day worked for purposes of computing overtime.

Those holidays falling when an Employee is entitled to be paid for will not be charged as a vacation day to the Employee. Should the date of any official holiday fall on a Saturday, the holiday will be taken on the preceding Friday. If the official holiday falls on a Sunday, the following Monday will be observed as the holiday. The official holiday list for the City of Richwood will be provided to all employees.

If a holiday falls during the period an Employee is utilizing vacation, the holiday will be handled in accordance with the policy on holidays as denoted above and will not be charged against the Employee's vacation time.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: City Health/Dental Plan
Policy #: 603
Effective: April 2014
Revised: March 2015

CITY HEALTH/DENTAL PLAN

The City participates in a health-hospitalization policy for Full-Time Employees who have completed their probationary period; the premium amount for the health-hospitalization policy for the Employee is paid by the City; any dependents that the Employee desires to cover pursuant to the health-hospitalization policy shall be paid for by the Employee.

Eligibility dates for the health-hospitalization insurance policy are as denoted above.

Additionally, the City shall provide Workman's Compensation Insurance for all Employees.

At the will of the City and if financially feasible, the City covers each regular full-time employee with Long-Term Disability Insurance. This insurance policy provides income replacement benefits when an employee becomes disabled. Long term disability monthly benefits will be paid according to the terms of the insurance policy.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Social Security
Policy #: 604
Effective: April 2014
Revised: March 2015

SOCIAL SECURITY

The City of Richwood does not participate in the Social Security Program.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Retirement
Policy #: 605
Effective: April 2014
Revised: March 2015

RETIREMENT

At the time of adoption of this personnel policy manual, the City provides pension benefits for all of its Full-Time Employees through a nontraditional, joint contributory plan in the state wide Texas Municipal Retirement System (TMRS).

Benefits depend upon the sum of the Employee's contributions to the plan, with interest, and the city-financed monetary credits, with interest. The contribution rate for the Employees is 5%.

Members can retire at ages 60 and above with 5 or more years of service or with 20 years of service regardless of age. The plan also provides death and disability benefits. A member is vested after 5 years, but he/she must leave their accumulated contributions in the plan. If a member withdraws his/her own money, he/she is not entitled to the employer-financed monetary credits, even if he/she was vested.

The contribution rate for the Employees is 5% by the City in the name of the Employee and the Employee has the ability to withdraw said funds from the Individual Retirement Account subject to the appropriate federal tax penalties concerning said Individual Retirement Accounts. All Employees will be subject to the provisions of the Texas Municipal Retirement System as the same applies to their retirement withholding.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Uniforms
Policy #: 606
Effective: April 2014
Revised: March 2015

UNIFORMS

At the will of the City and if financially feasible, the City furnishes uniforms or makes allowances for regular full and part-time employees who must wear uniforms in the performance of their duties.

I. REPLACEMENT

The recommendation to replace any uniform item shall come through the respective departmental supervisor to the person assigned as the uniform coordinator.

- A. Uniforms will be replaced at the cost of the City under normal wear and tear conditions.
- B. Uniforms which are damaged due to careless or negligent action on part of the employee may be the responsibility of the employee to replace at his / her cost.

II. GUIDELINES FOR PROFESSIONAL APPEARANCE FOR UNIFORMED PERSONNEL

Appropriate wearing of uniforms to display a professional appearance is expected of all field personnel. The city expects employees to maintain a neat, well-groomed appearance as appropriate for the type of work being done. Basic personal hygiene (such as changing and laundering your clothes and/or uniform, bathing, using deodorant, using oral hygiene products, washing, and grooming hair, etc.) is also expected of each employee.

- A. Personnel issued uniforms are required to wear them when they report for work, except in situations such as emergency call-out. Uniforms are the property of the City and are to be returned upon termination of employment. Hats worn must be city-issued (uniform or special issue).
- B. Uniform shirttails are to be tucked in at the waist anytime the uniform is worn even if the employee is off duty.
- C. Only the top shirt button may be unbuttoned.
- D. Short sleeves are not to be rolled or hiked up. Long sleeves may be rolled neatly and no higher than the elbow.

- E. Hats are not to be worn backwards.
- F. Hair longer than shoulder length should be pulled back.
- G. No visible jewelry except for watches, stud earrings and wedding bands.
- H. No pins, decals, patches, etc. on uniforms or hats unless city issued.
- J. No wrinkled uniforms.
- K. Men should avoid stubble, either shave daily or maintain an established beard or mustache.
- L. Employees may purchase and wear, on Friday, department approved polo shirts. Any shirt considered for approval will be city colors and have city logo and employee name.
- M. Other shirts worn with the uniform must be worn underneath the uniform shirt.
- N. Uniforms are to be worn to and from work. Uniforms are not to be worn to eat dinner with family, at drinking establishments, etc. Only incidental use to and from work is allowed.
- P. Rules apply anytime the uniform is worn even if the employee is off duty.
- Q. Discretion is provided to each supervisor to allow them to develop more stringent guidelines within their department.

III. WEARING OF COLD WEATHER CLOTHING

- A. During cold weather, employees who are issued City uniforms may wear coats, jackets, bib overalls or coveralls that are the following colors: dark green, dark blue, brown, dark brown, or tan. Camouflage or hunters orange is not permitted. Wool caps that are either dark green, brown or black may be worn in place of or in addition to City issued hats.

Section: Personnel Employee Records
Policy: Employee Records
Policy #: 701
Effective: April 2014
Revised: March 2015

EMPLOYEE RECORDS

An effective system for keeping records on job applicants, current employees, and former employees is essential to the proper functioning of the City. The City strongly believes, however, in respect for the rights and dignity of each employee, and the City pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of Federal and State Regulations. For example, all medical history and information shall be maintained in a separate confidential file pursuant to the Americans with Disabilities Act. The official personnel files will be kept in the City Secretary's office.

- I. The City shall request, use, and retain only personal information concerning employees that is required for business or legal reasons.
- II. All information about employees in either personnel or supervisory files will be kept confidential, and will be disclosed on a need to know basis within the City only to supervisory and management personnel who are considering the employee for promotion, transfer, demotion, termination, or other personnel action.
- III. Any employee may inspect his/her personnel file.
- IV. Employees desiring to inspect their personnel files should contact the City Secretary's Office to establish a convenient time for this review. The employee may review the files and may take notes or request single copies of each page at the current determined copy rate, but no employee is allowed to remove anything from any personnel file. An employee may request correction of inaccurate information.
 - A. Routine statistical data corrections will be made as requested.
 - B. Disciplinary action disagreements should be made note of at the time the action is taken and the established appeals procedure followed.
 - C. Performance evaluation disagreements should be made note of at the time of the performance review.
 - D. Written documentation submitted as a part of the appeals procedure shall be reviewed by the Director of Personnel or employee performing those duties and shall become a portion of the employee's file.

- V. All requests for information from persons outside the City concerning job applicants and current, retired, or terminated employees must be referred to the appropriate Department Head. No one else is authorized to release such information.

Release of information contained in employee personnel files is controlled by **provisions of the Open Records Act.**

- VI. In order to keep personnel records up to date:

- A. Employees are required to notify their supervisors of a status change, within 72 hours:

1. Name; Address; Telephone number
2. Marital status
3. Number of dependents
4. Persons to be notified in case of emergency

- B. Employees should contact the Personnel Department for changes in:

1. Beneficiary designations for the City's insurance, disability and pension plans
2. W-4 Forms

POLICY AND PROCEDURE MANUAL

Section: Personnel Employee Records
Policy: Reference Checks/Recommendations
Policy #: 702
Effective: April 2014
Revised: March 2015

REFERENCE CHECKS/RECOMMENDATIONS

All requests for information, from persons outside the City concerning job applicants and/or current, retired, or terminated employees must be made in writing and referred immediately to the City Secretary's office. Such requests shall include, but not be limited to:

- A. Verification of employment for loan and/or credit application
- B. Verification of employment status
- C. Salary verification or information
- D. Verification of work and/or attendance records
- E. Prior work history

Without a signed release, the City Secretary will release only the dates of employment, positions held and final salary. Letters of recommendation written for a current, retired, or terminated employee must be approved by the appropriate Department Head and/or City Manager. A copy of the letter shall become a portion of the employee's file.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: General Vacation Provisions
Policy #: 801
Effective: April 2014
Revised: February 2017

GENERAL VACATION PROVISIONS

Only Full-Time Employees are eligible for vacation time and only after the successful completion of the one hundred eighty (180) day probationary period.

Regular Employees

Vacation for the first year of employment will be prorated from the date of hire at 8 hours per month, not to exceed 80 hours.

Department Heads

Department Heads or higher with government experience may be eligible to accrue vacation based on their experience. The City Manager, at his discretion, may approve additional vacation up to the five year mark.

Vacation for the first year of employment will be prorated from the date of hire at 10 hours per month, not to exceed 80 hours.

All employees, hourly and exempt will then accrue an additional 8 hours per year until they have accrued 200 hours.

Any employee currently receiving over 200 hours at the time of this amendment will be grandfathered at their current vacation accrual.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Vacation Accumulation Prohibited
Policy #: 802
Effective: April 2014
Revised: March 2015

VACATION ACCUMULATIONS PROHIBITED

Each Employee with at least one full year of service may carry over forty (40) hours of unused vacation days each year. Those days must be used by June 30th. Unless specifically authorized by the City Council, any days in excess of forty (40) may not be accumulated and if not used during the calendar year will be forfeited.

The City Council or City Manager hereby reserves the right to extend leave without pay beyond vacation days of any Employee upon the request of the Employee.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: No Salary Provisions in Lieu of Vacation
Policy #: 803
Effective: April 2014
Revised: March 2015

NO SALARY PROVISIONS IN LIEU OF VACATION

In order to ensure Employees are utilizing their vacation days which the City deems important, Employees shall not be paid for unused accrued vacation days.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Termination of Employment
Policy #: 804
Effective: April 2014
Revised: March 2015

TERMINATION OF EMPLOYMENT

If a Full Time Employee service is terminated at any time for a reason other than "discharge for cause", then the Employee shall be paid for all vacation leave earned.

"Discharge for cause" as used herein reasons termination of employment for any reason other than voluntary termination by or death of the Employee, reduction in force, or any other permitted reason not related to the Employee's inability to properly carry out his or her job description or the policies stated herein.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Temporary and Probationary Employment Positions
Policy #: 805
Effective: April 2014
Revised: March 2015

TEMPORARY AND PROBATIONARY EMPLOYMENT POSITIONS

Temporary Employees and Probationary Employees shall not be entitled to vacation leave.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Scheduling of Vacation
Policy #: 806
Effective: April 2014
Revised: March 2015

SCHEDULING OF VACATION

Vacation leave will be scheduled with the Employee's Department Head so as not to cause interference with the normal functions of any City Department.

The minimum amount of vacation that an Employee shall be allowed to use at any one given time is 4 hours.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Borrowing of Vacation
Policy #: 807
Effective: April 2014
Revised: March 2015

BORROWING OF VACATION

An Employee shall not be allowed to borrow vacation time against future vacation earnings except in the event of an approved special emergency, as deemed by the City Manager, whereby an Employee can borrow up to 48 hours against vacation time to be applied to vacation time once it is accrued.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Credit for Previous Service
Policy #: 808
Effective: April 2014
Revised: March 2015

CREDIT FOR PREVIOUS SERVICE

If an Employee is rehired within a one year period after being laid-off as a result of any reduction in force, that particular Employee shall be given a credit for previous active service with the City for the purpose of calculating the rate of vacation to be earned by the Employee.

Any Employee who is rehired after resigning or being terminated for any cause shall not begin his or her new service with credit for previous employment in computing the rate of any vacation accrual.

No Employee may be rehired without approval of City Manager.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Eligibility for Sick Leave
Policy #: 901
Effective: April 2014
Revised: February 2024

ELIGIBILITY FOR SICK LEAVE

All Full-time Employees are eligible to be paid sick leave from the date of hire.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Rate of Computation of Sick Leave
Policy #: 902
Effective: April 2014
Revised: February 2024

RATE OF COMPUTATION OF SICK LEAVE

Full-Time Employees will earn sick leave at the rate of 8 hours per month.
Temporary Employees who are also Part-Time Employees will not earn sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Responsibility for Notification
Policy #: 903
Effective: April 2014
Revised: March 2015

RESPONSIBILITY FOR NOTIFICATION

In order to receive sick leave, an Employee shall be responsible for promptly notifying his or her Department Head (or his designee) of the illness or particular injury. Failure to notify the Department Head of an illness or injury may make the Employee ineligible for approval of all or part of the sick leave benefit for that illness or injury.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Documentation of Sick Leave
Policy #: 904
Effective: April 2014
Revised: February 2024

DOCUMENTATION OF SICK LEAVE

Human Resources (or the employee performing those duties), Department Director, and/or the City Manager may require documentation by a licensed physician prior to return to work.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Accumulation of Sick Leave
Policy #: 905
Effective: April 2014
Revised: March 2015

ACCUMULATION OF SICK LEAVE

Any accrued, but unused sick leave shall be carried forward into the succeeding calendar year with the maximum carryover being a cumulative two hundred forty (240) hours.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Borrowing of Sick Leave Prohibited
Policy #: 906
Effective: April 2014
Revised: March 2015

BORROWING OF SICK LEAVE PROHIBITED

No Employees will be allowed to borrow days of sick leave against future sick leave. An extension of sick leave may be granted by the City Council upon application by the Employee prior to exhaustion of accumulated sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Maternity Leave
Policy #: 907
Effective: April 2014
Revised: March 2015

MATERNITY LEAVE

Absence due to maternity reasons is considered to be valid reason for sick leave, however, in no case will an Employee be paid in excess of accumulated sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Injuries other than on the Job Injuries
Policy #: 908
Effective: April 2014
Revised: March 2015

INJURIES OTHER THAN ON THE JOB INJURIES

For injuries other than job injuries which prevent an Employee from performing his or her job on a normal basis as determined by his or her physician, the Employee will take sick leave until he or she is able to perform his or her job on a normal basis. If sick leave requires the Employee to be absent in excess of their accumulated sick leave, such leave will be taken without pay and in accordance with Policy #1004 of this manual.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Injuries on the Job
Policy #: 1001
Effective: April 2014
Revised: February 2024

INJURIES ON THE JOB

Employees who are injured in the course of performing their job for the service of the City shall be granted injury leave if the attending physician directs the Employee to refrain from working due to the particular nature and extent of the injury. The length of such leave will be determined by the attending physician or the opinion of a second attending physician retained by the City, which shall not exceed a reasonable amount of time based on the injury and recommendation by the attending physician(s).

Employees injured on the job may choose their own attending physician or will be attended by a physician retained by the City if the Employee has no particular preference or is unable to make a decision. Any employee injured on the job will report the injury to their department head without any delay and will file a claim for workers' compensation benefits. Employees who fail to report an on-the-job injury will be subject to disciplinary action in accordance with the provisions of this manual.

The injured Employee will receive full pay from the City for the first twenty working days or 160 working hours following the time of the injury minus any amount of any Workman's Compensation benefits received by the Employee covering the first twenty working days.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Funeral Leave for Immediate Family
Policy #: 1002
Effective: April 2014
Revised: March 2015

FUNERAL LEAVE FOR IMMEDIATE FAMILY

In case of death of a member of an Employee's Immediate Family as defined in Section 201 of this manual, an Employee may be granted an absence with pay for the day before the funeral, the day of, and the day after the funeral.

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POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Jury Duty and Witness Service
Policy #: 1003
Effective: April 2014
Revised: March 2015

JURY DUTY AND WITNESS SERVICE

Jury service and appearing as a witness in court upon being subpoenaed is determined to be a civic duty and Employees are expected to serve or appear when called or subpoenaed without loss of pay, however, satisfactory evidence of such service or appearance as a witness must be presented to the Department Head of the particular Employee. If the Employee is dismissed from jury duty before noon, he or she is expected to return to work and an Employee who testifies in a Court proceeding as a witness is expected to return to work as soon as he or she is discharged by the Court.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: March 2015

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

The Department Head of an Employee may under appropriate circumstances determined by the Department Head and approved by the City Manager, grant a leave of absence without pay for a period not to exceed ten (10) working days for a particular Employee. Permission for a leave of absence must be secured prior to the beginning of the leave of absence. Any leave of absence over (10) days must be approved by the City Council prior to the beginning of the leave.

POLICY AND PROCEDURE MANUAL

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

ADMINISTRATIVE LEAVE

Exempt Employees and above will receive 40 hours of Administrative Leave per year. Administrative Leave will be scheduled with the Employee's Department Head or City Manager so as not to cause interference with the normal functions of any City Department.

Employees shall not be paid for unused Administrative Leave days.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Conflict of Interest
Policy #: 1101
Effective: April 2014
Revised: March 2015

CONFLICT OF INTEREST

Policy Statement

An Employee shall not engage in any particular employment relationship, or activity which will affect his or her job efficiency or which would reduce his or her ability to make objective decisions in regard to his or her work and responsibility as a City Employee.

Prohibited Activities

Conflicts of interest shall include but not be limited to the following:

1. Soliciting, accepting, or agreeing to accept a financial benefit or any other benefits, other than from the City, that might tend to influence the Employee's performance of duties for the City and that which the Employee knows or should know is offered with the intent to influence the Employee's performance;
2. Accepting employment, compensation or benefits that might reasonably induce the Employee to disclose confidential information, such as other Employees' or citizens' private personal or financial information, any information obtained in an authorized and valid closed session of City Council which is not required to be disclosed pursuant to law acquired in the performance of official duties;
3. Accepting outside employment or compensation that might reasonably tend to impair independence of judgment in performance of the duties of the Employee;
4. Making any personal investment that might reasonably be expected to create a substantial conflict between the Employee's private interest and duties for the City;
5. Soliciting, accepting, or agreeing to accept a financial benefit or any other benefit from another person in exchange for having performed duties as an Employee as a favor to that person.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Smoking, Smokeless Tobacco and Vapor e-cigarettes
Policy #: 1102
Effective: April 2014
Revised: March 2015

SMOKING, SMOKELESS TOBACCO AND VAPOR E-CIGARETTES

In an effort to meet the needs of smokers and non-smokers, and to provide a pleasant and productive working atmosphere for all employees, the use of smoking and smokeless tobacco shall be limited. Department Heads may also prohibit the use of smoking and smokeless tobacco in any area under his or her supervision.

Smoking and vapor e-cigarette use is prohibited in all enclosed City facilities.

Smoking and vapor e-cigarette use is prohibited within 15 feet from doors and operable windows.

No use of smoking tobacco vapor e-cigarette use shall be allowed in fueling areas for vehicles or during the fueling of vehicles and equipment in the field.

Areas where the use of smoking, smokeless tobacco, and vapor e-cigarette use is permitted shall be maintained in a clean and sanitary condition. The accumulation of cigarette butts shall be controlled, and supervisors responsible for those areas where the use of tobacco is allowed shall insure that clean and sanitary conditions are maintained.

Employees using smokeless tobacco shall not spit their waste in areas where other employees may walk or work.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Supervision and Hiring Policy in Reference to Relatives
Policy #: 1103
Effective: April 2014
Revised: March 2015

SUPERVISION AND HIRING POLICY IN REFERENCE TO RELATIVES

No individual shall be appointed or hired to a paid position with the City, which would involve being supervised by a member of the individual's immediate family.

Individuals from the same Immediate Family may work for the City other than noted above if the employment does not create a situation which the City Council determines which would be detrimental to the goals and operations on the City.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: March 2015

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

The Department Head may grant incremental leave without pay to an employee under appropriate circumstances, subject to approval by the City Manager. However, the employee must maintain full-time status. If a Full-Time employee requires an extended leave of absence without pay that does not meet the eligibility criteria of the Family Medical Leave Act, they will no longer be considered a full-time employee and will lose the benefits associated with full-time employment. They will be categorized as part-time employees.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of City Vehicles
Policy #: 1105
Effective: April 2014
Revised: July 2023

USE OF CITY VEHICLES

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

- (1) Accidents involving city vehicles must be reported immediately to the local police jurisdiction in which the accident occurs and to the Department Head of the person responsible for the operation of the vehicle.
- (2) No City vehicle will be operated by an Employee who does not have a proper license to operate the vehicle, and the said Employees are required to maintain a proper license.
- (3) No riders or occupants are permitted in City vehicles except those authorized by the Employee's Department Head and no rider will be authorized by any Department Head except if the rider or occupant is in the furtherance or performance of City business.
- (4) It is the operating Employee's responsibility to operate the assigned vehicle in a safe and courteous manner and obey all traffic laws.

It is understood that City vehicles are constantly under observation by the general public and must be operated in a safe manner.

- (6) The Take Home Vehicle Policy is as follows:
 - (a) Only vehicles approved by the City Manager and Department Head will be allowed to be taken home.
 - (b) Moderate personal use will be allowed, provided the use is within the greater Brazosport area and all personal miles are tracked using a monthly mileage report to the City Manager, Department Head, and Finance Director.
 - (c) Civilian riders/passengers will only be allowed in unmarked vehicles. No civilian riders/passengers will be allowed in marked police units unless providing a courtesy transport or motorist assist as part of regular duty to assist the public.
 - (d) Take home vehicle privileges can be removed at any time without appeal.

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

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Whistle Blower Act
Policy #: 1106
Effective: April 2014
Revised: March 2016

WHISTLE BLOWER ACT

The City of Richwood complies with the State of Texas Whistle Blower Act and all other laws regulating the conduct of public employees. The City encourages employees to report any alleged infraction without fear of retaliation.

The State Law provides that a state or local government body may not suspend or terminate the employment of, or otherwise discriminate against, a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith. Law is defined as a state or federal statute, an ordinance passed by a local governmental body, or a rule adopted under a statute or an ordinance.

CONFIDENTIALITY

An individual may report a suspected violation anonymously or on a confidential basis, keeping in mind that in the course of the investigation it may become necessary that the source of the complaint be identified.

OPEN DOOR POLICY

If an employee reasonably believes that some policy, practice or activity of the City is in violation of the law, or a clear mandate or public policy, the employee should share his or her questions, concerns, suggestions, or complaints with someone who may be able to address them properly.

If the concerns are not addressed, the individual should make a formal complaint as outlined below.

REPORTING VIOLATIONS

If an individual reasonably believes that some practice of the City a member of the board of directors or a board committee, an employee of the City, or another individual or entity with the City has a business relationship is in violation of the law, the employee must file a written complaint with the City Manager and the appropriate law enforcement authority within one (1) calendar year of the occurrence of the reported violation.

HANDLING REPORTED VIOLATIONS

The City Manager will contact the complainant within 10 business days and acknowledge the reported violation was received. The complainant will be notified of actions that will be taken. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Working Relationships
Policy #: 1107
Effective: April 2014
Revised: March 2015

WORKING RELATIONSHIPS

It is the duty of each employee to maintain high standards of cooperation, efficiency, and economy in his/her work for the City. Supervisors organize and direct the work of their units to achieve these objectives. When work habits, production, or personal conduct of an employee falls below standard, supervisors should point out the deficiencies in performance at the time they are observed.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Readiness for Duty
Policy #: 1108
Effective: April 2014
Revised: March 2015

READINESS FOR DUTY

To ensure that an employee is capable of performing the essential functions of a job, a Department Head/Supervisor, with approval from the City Manager, may require a current employee to undergo a medical or other appropriate examination.

The purpose of the medical examination is to ensure that an employee can perform the essential functions of the job for which he or she performs. Exceptions, based on the religious beliefs of an applicant who belong to an established church whose tenants' conflict with the use of physicians or medical treatment, may be granted on a case-by- case basis by the City Manager. Exceptions do not include Drug Testing for a person holding a Commercial Driver's License (CDL) who drives city vehicles with gross weight rating or gross combination weight rating of 26,000 or more pounds. For the purposes of DOT testing, "employee" includes an applicant for employment

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Political Activity
Policy #: 1109
Effective: April 2014
Revised: March 2015

POLITICAL ACTIVITY

PERMITTED POLITICAL ACTIVITIES

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

For the purposes of this section; a person engages in a political activity if the person:

1. Makes a public political speech supporting or opposing a candidate;
2. Distributes a card or other political literature relating to the campaign of a candidate;
3. Wears a campaign button;
4. Circulates or signs a petition for a candidate;
5. Solicits votes for a candidate; or
6. Solicits campaign contributions for a candidate.

While out of uniform and not on active duty, an employee may engage in a political activity relating to a campaign for an elective office, including each activity listed by Subsection

The City may not restrict the right of an employee to engage in a political activity permitted by this policy.

POLITICAL CANDIDACY BY CITY EMPLOYEES

The following shall apply when city employees seek elected office:

A city employee may seek election to a partisan political office. If elected or appointed to political office (such as city council, county commissioner, etc.), and such office is clearly inconsistent, incompatible or in conflict with his or her duties as a city employee, the employee shall terminate city employment prior to assuming the elected position (employees must resign their employment before running for an elected office of the Richwood City Council);

An employee may be a candidate for a nonpartisan board and if elected or appointed, may retain the city position. However, if such office is clearly inconsistent, incompatible or in conflict with his or her duties as a city employee, the employee shall terminate city employment prior to

assuming the elected or appointed position (employees must resign their employment before running for an elected office of the Richwood City Council).

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Acceptance of Gifts
Policy #: 1110
Effective: April 2014
Revised: March 2015

ACCEPTANCE OF GIFTS

As employees of the City of Richwood we are obligated to put the City's interest first in every business transaction. Our own personal interests must not be a consideration. Decisions involving the City's purchases of equipment, supplies, or services must be based solely on business criteria such as price, quality, performance, reliability, and service.

PERSONAL GIFTS

The City of Richwood discourages gifts and gratuities to its employees. Sometimes these gifts are given without opportunity to refuse them. The following guideline will help in making a decision.

- A. No monetary gift may be accepted.
- B. No alcohol will be accepted.
- C. An occasional meal is acceptable, as are gifts which are expendable or of nominal value. Meals are not to be accepted when a pending business transaction has not been executed.
- D. Any gift that obligates you or makes you feel obligated should not be accepted.

A good rule of thumb is that -- if the offer of a gift or the gift itself makes you feel uncomfortable or gives the appearance of impropriety -- don't accept it!!

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Duty of Employees
Policy #: 1111
Effective: April 2014
Revised: March 2015

DUTY OF EMPLOYEES

Employees are expected to render efficient and steady service to the City, and recognize, through their compliance, the right of the City to establish rules and regulations governing the work and conduct of its Employees. All Employees will be expected to deal with the public in a courteous and very professional manner. Each citizen of the City shall receive Employee's prompt attention to his or her request and problems.

If an Employee is away from the City representing the City in an official capacity he or she will act in accordance with his or her position and in a manner which will uphold the City's reputation.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Telephones, Computers and Internet
Policy #: 1112
Effective: April 2014
Revised: March 2015

USE OF TELEPHONES, COMPUTERS AND INTERNET

Telephones

Employees that are subject to frequent call outs pursuant to job duties, including Department Heads, are expected to have telephones in their residences in order to be available when needed by the City.

Usage of any and all City telephones for personal calls in excess of five minutes per call is expressly prohibited, except in situations of emergencies as determined by the Department Head. Employees will be expected to limit the number of personal calls on City telephones to a reasonable number.

Cell Phone Policy for Designated Employees

The following Employees shall have cell phones provided and paid for by the City are subject to the below limitations: City Manager, City Secretary, Director of Public Works, Chief of Police, and any other Employee who is subject to be on-call twenty-four (24) hours a day.

Cell phone service providers shall be selected by the Employee.

Cell phone plans shall consist of basic plans that allow for making and receiving calls and shall not include internet plans, text message plans, or other multimedia options. All plans shall be subject to approval by the City Manager.

Replacement for lost or damaged cell phones shall be limited to a cost of \$100.00 and shall be further limited to a reasonable amount of replacements.

Use of Internet by Employees

This policy applies to all uses of the Internet, but does not supersede any state and federal laws or City policies regarding confidentiality, information dissemination, or standards of conduct. The use of the Internet by Employees is for official city business. Brief and occasional personal use as long as it is not excessive or inappropriate, occurs during personal time (lunch or breaks) and does not result in expense to the City.

Use is defined as excessive if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Examples of inappropriate use of the Internet are defined below. The Employees Department Head or City Manager shall determine whether use is appropriate and if such use is excessive.

Employees are individually liable for any and all damages incurred as a result of violating city policy, state and federal laws, copyright and licensing agreements.

Violations of any part of this policy and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

Inappropriate Use of the Internet: Internet access is a privilege granted by the City Manager and City Council and may be revoked at any time for inappropriate conduct including, but not limited to:

1. Misrepresenting oneself or the City of Richwood;
2. Using recreational games;
3. Pursuing personal revenue generation or other monetary interests or gain;
4. Engaging in personal or private business activities unless otherwise approved by the Council, Mayor or City Manager;
5. Engaging in unlawful or malicious activities;
6. Transmission of confidential records or information not covered by the "Freedom of Information Act" or the "Public Information Act";
7. Use of abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages. Such language is defined as any visual, textual or auditory entity which offends and may be considered as harassment or sexual harassment as defined herein;
8. Transmitting, receiving, and/or accessing pornographic materials ;
9. Transmitting chain letters;
10. Establishing a web (http), file transfer (ftp), mail (smtp), gopher, or other Internet server without the approval of the Council;
11. The deliberate transmittal of any virus, worms, or data designed to defeat a network's security system, or cause damage to any receiving system or network;
12. Using and viewing social networking sites that are not specifically authorized by the City or for the betterment of the City;

Appropriate Use of the Internet: Access to the Internet is to give Employees the benefit of modern day tools/technology to conduct their daily business for the City and its citizens. Internet access may be used to:

1. Access external sources for files and job related information and research;
2. Transmit job related correspondence and transfer non-confidential documents;
3. Pursue professional contacts and career development activities;
4. Participate in professional contacts and career development activities;
5. Participate in discussion groups on job related topics;
6. Communicate with work related professional organizations.

By signing this policy, Employees also agree and consent to any searches of any and all information and communications completed on their computer at work.

Email Guidelines

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

E-mail accounts are to be used for city related business; however the city does acknowledge that personal communications may be made using city e-mail accounts. The nature and frequency of such personal communications should be kept to a minimum and when possible should be conducted outside business hours. Your use of city computer systems grants automatic consent to the review of any messages, whether sent by you or received by you.

Employees should realize that any correspondence made from a city e-mail account carries the city name and will be associated with the city positively or negatively. In this light, no personal e-mail that would have a negative bearing on the city may be sent from a city account. This includes forwarding/mass forwarding of "cute, inspirational or joke" messages, either to city employees or to outside mail addresses; forwarding or sending any suggestive or marginally lewd messages; and receiving messages from a list group that are not work related. Employees should also discourage anyone from sending messages to a city account that do not follow these guidelines.

Additional Guidelines

Computer Viruses on Downloaded Software. Before downloading or loading any software obtained from outside the city government, approval should be received.

Logoff (Exiting). Always make a reasonable attempt to complete the logoff or other termination procedure when finished using a remote, Internet-accessed system or resource. This will help prevent potential breaches of security. Do not leave your internet browser program open and unattended. Do not open or leave your internet browser open while accessing other city resources.

Large File transfers and Internet Capacity. The Internet connection uses shared resources. While routing electronic mail and file transfer activities won't impact other users much, large file transfers and intensive multimedia activities will impact the service level of others. Users contemplating file transfers over 10 megabytes per transfer or interactive video activities should, to be considerate of others, schedule these activities early or late in the day or, better, after business hours. This includes audio or video streaming programs (playing music or video across the internet) and any programs that establish and maintain a connection to an internet server for the purpose of daily downloads, updates or messaging services.

Disposition of E-Mail Records

Apply the Records Management Plan for disposition of e-mail records as it would be applied to paper records or records stored on other electronic media. E-mail records should be disposed of in accordance with the Records Control Schedules included in Records Retention Manual.

NOTE: GENERAL RECORDS CATEGORIES FOR ALL OFFICES, ALLOWS THE DESTRUCTION OF TRANSMITTAL LETTERS AND ROUTINE MISCELLANEOUS SUBJECT AND INFORMATION CORRESPONDENCE WHEN NO LONGER ADMINISTRATIVELY VALUABLE (AV).

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Dress Code/Personal Appearance
Policy #: 1113
Effective: April 2014
Revised: March 2015

DRESS CODE/PERSONAL APPEARANCE

Employees shall report to work in clothing that is clean, in a good state of repair, and suited for the type of work required in their particular job.

Those Employees that are required to wear uniforms in their position shall wear all parts of the uniform in the manner as designated by their Department Head as referenced in Policy #606.

When the Employee is not on duty, the Employee will not wear City uniforms to taverns or other establishments which might bring any sort of negative attention to the City.

The City recognizes the positive effects of casual business dress Fridays to boost employee morale, improve quality, encourage more open communication, and increased productivity in creating a more comfortable work environment.

The key point to sustaining an appropriate casual business attire program is the use of common sense and good judgment, and applying a dress practice that is both conducive to our environment and is professional. If you question the appropriateness of the attire, it probably isn't appropriate.

This policy does not affect those employees who are required to wear an uniform or Department Heads who are required to dress professionally, even on Fridays.

On Fridays, office employees may wear more casual clothing. Please follow these guidelines when deciding how to dress on Fridays.

All casual Friday clothing must be clean, unwrinkled, and conservative in nature.

Acceptable Business Casual Attire Includes the Following:

- Sport Coats or Blazers
- Slacks
- Jeans (high quality, neat and clean, not frayed)
- Dockers
- Polo Shirts with collars
- Oxford button down shirts
- Blouses

- Skirts
- Loafers
- Tennis shoes (clean and well maintained)
- Open toed shoes/dress sandals (women only)
- Sweaters and Cardigans

Unacceptable Casual Business Attire Includes the Following:

- Shorts
- Flip Flops
- Tank tops
- Tube tops
- Athletic clothing (e.g. track pants, sweat pants, sweatshirts)
- T-shirts with cartoon characters, sports teams logos or slogans of any type.
- Spaghetti straps
- Jeans with holes or frays
- Revealing or skin tight shirts, pants, etc.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Violence in the Workplace
Policy #: 1114
Effective: April 2014
Revised: March 2015

VIOLENCE IN THE WORKPLACE

General Policy

The safety and security of all employees is of primary importance at the City of Richwood. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, or other individuals by anyone on city property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The City of Richwood reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on city's premises shall be removed from the premises as quickly as safety permits and shall remain off city's premises pending the outcome of an investigation. Following investigation, the city will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Reporting Procedures

All employees are responsible for notifying management of any threats that they witness or receive. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a city controlled site or is connected to city employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The city understands the sensitivity of the information requested and recognizes and respects the privacy of the reporting employee. Therefore, the city will treat the matter in as confidential a manner as legally possible.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening and abusive behavior, or any acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

Employees engaged in violent acts on the city's premises will be reported to the proper authorities and fully prosecuted.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Sexual Harassment
Policy #: 1115
Effective: April 2014
Revised: March 2015

SEXUAL HARASSMENT

The City of Richwood strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. The City believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, the City prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, or disability. This policy applies to all employees throughout the agency and all individuals who may have contact with any employee of this agency.

The City of Richwood will maintain a work place free of sexual harassment.

The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, request for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

ADMINISTRATIVE PROCEDURES

- A. Each supervisor is responsible for maintaining his or her work place free of harassment. This duty includes discussing and enforcing this guideline and procedure with all employees and assuring them that they are not required to endure insulting, degrading or exploitative treatment.
- B. Any employee who feels that he or she has been the victim of harassment should immediately report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or designee in writing. Should the

immediate supervisor be an offending party, the employee has the option of reporting the alleged act to the next level of management or City Manager or designee. In situations where the employee is not comfortable reporting the allegation to his/her immediate supervisor or the next level of management, he/she has the option to report only to the City Manager or designee.

- C. The City Manager must investigate all allegations of harassment immediately. All findings, decisions, and recommendations will be made on an individual basis considering the record as a whole on the totality of the circumstances, such as the nature of the behavior and the contexts in which the alleged incidents occurred. If harassment is found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Anytime that sexual harassment becomes an issue of an alleged act of sexual assault, the investigation must be coordinated with the City of Richwood Police Department.
- D. Appropriate disciplinary action should be taken when the findings warrant such action. Such disciplinary action should be determined by the nature of the wrongful act or acts and may result in immediate dismissal.
- E. Allegations of harassment shall be dealt with in as confidential a manner as possible, and breaches of confidence may result in disciplinary actions. The employee making a good faith report of harassment will not be retaliated against in any way because of such a report. Based on the findings of the investigation, the City will take prompt action to remedy any circumstances of harassment.

If an employee feels that his/her complaint has not been or cannot be properly handled by their respective Department Head, he/she may forward the complaint to the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Other Harassment
Policy #: 1116
Effective: April 2014
Revised: March 2015

OTHER HARASSMENT

The City of Richwood will maintain a work place free of religious or ethnic/racial harassment.

Religious/Ethnic/Racial Harassment - Religious slurs or jokes, and other verbal or physical conduct relating to an individual's religious beliefs constitute harassment when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- B. Has the purpose or effect of interfering with an individual's work performance; or
- C. Adversely affects an individual's employment opportunities.

Ethnic or racial slurs or jokes, and other verbal or physical conduct relating to an individual's national origin or race constitute harassment when this conduct:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- B. Has the purpose or effect of interfering with an individual's work performance; or
- C. Adversely affects an individual's employment opportunities.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Grievance in Reference to Non-Disciplinary Action Taken
Policy #: 1117
Effective: April 2014
Revised: March 2015

GRIEVANCE IN REFERENCE TO NON-DISCIPLINARY ACTION TAKEN

Employees who feel that they have been improperly treated somehow in their job even though the improper treatment does not result in disciplinary action, or feel that they have been improperly treated in their work relationship with the City shall have the right to file a grievance.

Actions or results which are beyond the control of the City will not be considered grounds for a grievance.

Any grievance action shall be initiated by a written notification to the Department Head, who shall then conduct an investigation and make a determination in writing as to the allegations surrounding the alleged grievance. Prior to the Department Head making a determination, any accused employee, made the basis of any grievance, shall be provided with the written grievance and afforded an opportunity to respond. If the aggrieved Employee, or Accused Employee, is not satisfied with the determination of the Department Head, the aggrieved Employee, or the accused Employee may appeal the same to the City Manager, who shall then either affirm or reverse the decision of the Department Head.

In the event an employee wishes to make a grievance against a Department Head, that grievance shall be initiated by a written notification to the City Manager. The City Manager will provide that written grievance to the Department Head who is the subject of the written grievance. The City Manager shall then conduct an investigation regarding the grievance. The City Manager shall make a determination in writing of any action that should be taken as a result of the grievance. Either the employee or the Department Head may appeal the decision to City Council. In the event an employee has a grievance with the City Manager, that grievance shall be brought by initiating a written notification to City Council.

Employees will not be discourage from submitting grievances.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Drug and Alcohol Policy
Policy #: 1201
Effective: April 2014
Revised: March 2015

DRUG AND ALCOHOL POLICY

Purpose

The objective of this policy is to develop a drug and alcohol-free workplace which will help insure a safe and productive workplace and to provide education and treatment to our Employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

Policy

The City shall implement a comprehensive drug and alcohol abuse education program. As part of that program, information will be provided on the availability of Employee assistance program services.

The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on City property is prohibited.

Being under the influence or intoxicated on alcohol or illegal drugs on City property is prohibited. The unauthorized use or possession of prescription or over-the counter drugs on City property is prohibited.

Employees who violate this policy are subject to appropriate disciplinary action including termination.

The policy applies to all Employees of the City regardless of rank or position and includes Temporary Employees and Part-Time Employees.

Definitions

City Premises shall be defined as all city property including vehicles, lockers, and parking lots.

City Property shall be defined as all city owned or leased property used by Employees such as vehicles, lockers, desks, closets, etc.

Controlled Substance is any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.

Drug	is any illegal chemical substance that produces physical, mental emotional or behavioral change in the user.
Drug Paraphernalia	shall be defined as equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.
Fitness on Duty	shall be defined as the ability to work in a manner suitable for the job. To determined “fitness”, a medical evaluation may include drug and/or alcohol testing.
Illegal Drug	is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and other drug, including, but not limited to, a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.
Negative	are those results that indicate no alcohol or drugs in the Employee’s system other than properly used prescription medication.
Reasonable Cause or Reasonable Suspicion	shall be supported by evidence strong enough to establish that a policy violation has occurred
Testing	is generally defined as a urine, blood, or breath test to determine chemical or drug content. Testing can occur in the following instances. <ol style="list-style-type: none"> 1. Pre-employment process 2. Reasonable cause to suspect use of alcohol or controlled substance while on the job. 3. Injury involving employee(s) causing or contributing to the injury. 4. on-the-job accident. <p>Testing results will remain confidential.</p>
Intoxicated	is a state of having a blood alcohol concentration of 0.08 or more, or a mental state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

General Policy Provisions

Any of the following actions constitute a violation of the Policy and may subject an Employee to disciplinary action including immediate termination:

- A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an Illegal Drug or Drug Paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a City sponsored activity, on City premises, in City owned, leased or rented vehicles, or on business;
- B. Working or reporting to work, conducting City business, or being on City premises or in a City owned, leased or rented vehicle while under the influence or intoxicated by use of an Illegal Drug, alcohol or in an impaired condition, or under the influence.
- C. Switching, adulterating, or attempting to tamper with any sample submitted for medical testing, or otherwise interfere or attempting to interfere with the testing process.
- D. Failing any required drug test.

Preventive Acts

Employees taking drugs prescribed by an attending physician must advise their Department Head and the Employee's direct supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the Department Head and the Employee's direct supervisor prior to the Employee commencing work. All medical information will be kept confidential and the City, without exception, will punish any breach or privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

Any Employee involved in a work related accident where alcohol or drugs are believed to be a contributing factor will be referred to an Employee assistance counselor in addition to any other accident investigation activities.

Corrective Act

Any Employee involved in a work related accident will be subject to drug testing.

Searches

The City reserves the right to conduct searches or inspections of an Employee's person or personal effects including (without limitation) purses, briefcases, and motor vehicles located on City property based on Reasonable Cause or reasonable grounds for believing that a particular search will turn up evidence of wrongdoing, as well as City property used by an Employee, including (without limitation) lockers, desks, and offices whether secured, unsecured or secured by a lock or locking device provided by the Employee based on reasonable grounds. Employees consent to searches of these areas, without limitation.

Searches of the person shall include the emptying of pockets and the production of other items concealed in clothing. It shall not include a pat-down search. All searches will be conducted by this City's police department.

The City may, with the aid of trained drug-detection dogs, conduct unannounced searches of City property and Employee personal property located on City premises, to include, but not limited to, lockers, desks, personal vehicles, purses, and briefcases. Employees consent to any search of these locations.

Any item found during a search believed to be an Illegal Drug or Drug Paraphernalia will be confiscated by the City police department. The Employee from whom the item or substance has been confiscated will be given a written receipt listing the items or substances seized.

In the administration of these search provisions, personal privacy will be considered to the maximum extent practicable.

Applicant Testing

Those applicants applying for employment for safety sensitive positions or any other position having a special need for drug testing shall be subject to drug testing. Such applicants shall include but not be limited to those applying to be police officers and applicants applying for jobs requiring the operation of City vehicles and maintenance equipment.

A. Objectives

It is imperative to drug test individuals who are applying for safety sensitive positions in order to provide a safe work environment and to protect the citizens. This procedure will have a positive effect by reducing instances of Illegal drug use by Employees, and will provide for a safer work environment. The City may also drug test an Employee if the City has a reasonable suspicion that the Employee violated the drug policy.

B. Vacancy Announcements

Every vacancy announcement for positions requiring drug testing shall state:

"Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment".

In addition, each applicant will be notified that employment in the position will be contingent upon a negative drug test result. Failure of the vacancy announcement to contain this statement notice will not preclude applicant testing if advance notice is provided to applicants in some other manner.

C. Consequences

The City will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for employment by the City for a period of one year. The Personnel Officer working on the applicant's file shall be directed to object to the applicant on the basis of failure to pass the physical, a lack of personal characteristics necessary to relate to public employment or failure to support the goals of the City. The City shall inform such applicant that a confirmed presence of an illegal drug in the applicant's urine preclude the City from hiring the applicant.

Employee Testing

Employees will be subject to random alcohol and drug testing. Refusal by an Employee to submit to drug testing will be considered cause for discharge.

A. Objective

The City's objective is to provide a safe, drug-free environment for Employees and to provide rehabilitative assistance for Employees who have substance abuse problems.

B. When

Any employee suspected of having caused or contributed to an on- the-job accident will be drug tested.

Individual testing shall be required when there is reasonable suspicion that drugs or alcohol is affecting job performance and conduct in the work place or that there is a violation of the City's drug policy.

C. Immediate Fitness Examination

When, as determined by the immediate supervisor and the next higher level of management, reasonable grounds exist to believe that an Employee is impaired or an Employee's unsatisfactory behavior or job performance reasonable suggest to management that substance abuse may be a contributing factor, the City reserves the right to require an immediate fitness for duty examination such as a medical evaluation which may include drug and/or alcohol testing. Refusal to participate in such an evaluation shall be considered equivalent to a positive result and shall result in immediate dismissal.

D. Consequences

A positive test shall mean either the presence of a drug and /or alcohol. Sample testing procedures shall conform to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test results by gas

chromatography, mass spectroscopy, or other comparably reliable analytical method, before the results of any test may be used as a basis for any action. Both screening and confirmatory urine testing will follow the guidelines adopted by the United States Department of Health and Human Services.

Any Employee suspected and determined of violating this Policy may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected Employee shall have the opportunity to provide an explanation. Employees with positive test results who exercise their rights to subsequent analysis and the results are still confirmed positive by the Medical Review Officer (MRO), will be terminated barring any extenuating circumstances.

To be reinstated to a job, an Employee must have a signed release from a medical doctor stating that he/she is fit for work. The Employee will be required to obtain a written evaluation for drug abuse from a recognized professional and/or institution (this will be at the employee's expense). If there is evidence of drug or alcohol use on the job, the Employee may be disciplined or discharged and not eligible for reinstatement. The Employee must submit to another screen test and have a negative result within six weeks from the date he/she was suspended, otherwise the employee will be discharged. The City will decide when the test shall be administered. Before the Employee returns to work, he/she will be required to sign a reinstatement agreement that states under what conditions the Employee will be reinstated and that random drug testing may be conducted for one year.

An Employee who has been suspended for a positive drug test and allowed to return to work will be discharged for a positive result on any confirmatory drug test.

Supervisory and Employee Training

Supervisors will receive training regarding the Drug and Alcohol Policy and the use of the Employee Assistance Program. All Employees will receive copies of the Drug and Alcohol Policy and information about the Employee Assistance Program.

Disciplinary Action

Any Employee suspected of violating this Policy may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected Employee shall have the opportunity to provide an explanation. In the event that a determination is made by the City that the Employee violated this Policy, the Employee shall be terminated. Should the determination be made that no violation occurred, the Employee will be reinstated without penalty and will be paid any lost wages.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Employee Assistance Program
Policy #: 1202
Effective: April 2014
Revised: March 2015

EMPLOYEE ASSISTANCE PROGRAM

The City may provide Employees and their families with confidential, professional assessment and referral for assistance in resolving or accessing treatment for addiction, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. The cost of treatment, counseling or rehabilitation resulting from EAP referral will be the responsibility of the Employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.

Supervisor referrals to the EAP will include Employee's release of information consent form to be returned to the supervisor by the EAP if it is available. Refusal to participate in, or failure to complete the EAP directed program will be documented. Should job performance not improve after a reasonable amount of time, the Employee is subject to progressive corrective action up to and including termination of employment.

Self-referral by Employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself, does not preclude the City's use of corrective actions, participation in an EAP-directed program may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective actions.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick or compensation leave. Sick leave may be taken as needed, while compensation time must be pre-approved.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Coordination with Law Enforcement Agencies
Policy #: 1203
Effective: April 2014
Revised: March 2015

COORDINATION WITH LAW ENFORCEMENT AGENCIES

The sale, use, purchase, transfer or possession of an Illegal Drug or Drug Paraphernalia is violation of the law and this policy. The City shall report information concerning possession, distribution, or use of any Illegal Drugs to law enforcement officials, and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable grounds that a particular search will turn up evidence of wrongdoing; and only of their vehicles, lockers, desk, and closets when based on reasonable suspicion. The City and all Employees will cooperate fully in the prosecution and/or conviction of any violation of the law.

Reservation of Rights

The City reserves the right to interpret, change, suspend, cancel, or dispute, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an Employee's status, and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any reason, without notice, and the City retains the right to terminate any employee at any time, for any reason or no reason.

Other Laws and Regulations

The provisions of this Policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations, or judicial decision. Unenforceable provisions of the policy shall be deemed to be deleted.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Hours of Work/Attendance/Tardiness
Policy #: 1301
Effective: April 2014
Revised: March 2015

HOURS OF WORK/ATTENDANCE/TARDINESS

City Hall Employees shall work from 8:00 a.m. to 5:00 p.m., Monday through Friday, of each particular calendar week. Certain time schedules may be changed by the Department Head and approved by the City Manager, if it is determined by the Department Head and City Manager to be in the best interest of the City.

Lunch schedules for all City Hall Employees will be arranged in a manner that will allow the City Hall to be continuously open and the telephones at City Hall answered at all times between the hours of 8:00 a.m. and 5:00 p.m.

Each Employee will be at his or her place of work in accordance with the particular starting time established for his or her position unless previous approval is given by his or her Department Head.

Each Employee shall remain on his or her job until the specified quitting time established for his or her position unless previous approval to leave early is given by the Department Head.

Any Employee reporting to work late without previous approval from his or her Department Head shall immediately, upon reporting to work, notify his or her Department Head of the reason.

Inexcusable lateness of a frequent nature shall render an Employee subject to disciplinary measure as specified herein.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Inclement Weather
Policy #: 1302
Effective: April 2014
Revised: March 2015

INCLEMENT WEATHER

Because of the critical nature of the City's work, it is imperative that employees make every effort to report to work in the event of inclement weather, including, but not limited to, snow, ice, freezing rain, or flood.

Employees should not assume that City offices or operations are closed. We are a service operation and as such, we are obligated to the citizens to perform our duties. In the event of conditions such as freezing, flooding, etc., employee safety will be considered. If you feel it is unsafe to drive, you must contact your supervisor/foreman and notify him/her. If you cannot make it to work, you may be charged a day of personal leave without pay. In the event of emergencies that require evacuation (such as hurricanes or other natural disasters), non-emergency employees should return within 24 hours of the all-clear notice.

In the event that City offices are closed by the City Manager due to inclement weather, employee absence will be recorded as approved paid leave. Employees already on an approved leave during an inclement weather event may not substitute any leave approved by the City Manager for employees scheduled to work those days for the leave they are already approved for.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Policy in the event of an Emergency Closing of City Offices
Policy #: 1303
Effective: April 2014
Revised: March 2015 **Effective August 31, 2020 – Policy 1303 is deleted**

POLICY IN THE EVENT OF AN EMERGENCY CLOSING OF CITY OFFICES

The City of Richwood shall provide paid leave for “essential” and “non-essential” employees in the event of certain emergencies including, but not limited to: hurricanes, tornadoes, floods and other Acts of God; nuclear, chemical and biological emergencies, terrorist attack or any other emergency declared by a federal, state or local authority. The local authority shall be the Mayor (or their designee).

In the event that an emergency closing of City offices is ordered, regular full time employees who are not required to work during an emergency closure, including part-time and temporary employees shall be paid their regular wages for that day(s). This time not worked shall not be included in the calculation of over time for that pay period.

Whenever there is an emergency closure of City offices, all essential employees, exempt (their salary shall be converted to its hourly equivalent) and non-exempt, who are required to work during an emergency closure shall be compensated at one and one-half (1 ½) times their hourly rate for the duration of the emergency closure for all documented time during which they actually worked. The term “actually worked” means time actively engaged in physical or mental exertion related to the City’s business (at the direction and control of the Department Head or City Council) either on the City’s premises or actively engaged in the same manner in the City’s business off-premises at the direction and control of the Department Head or the City Council. The term “actually worked” shall include “stand-by” and “stand-by”/sleep-time as recognized under the Fair Labor Standard Act (FLSA) only in instances where the employee is required by his/her Department Head (or City Council) to stay on City premises engaged to wait on instructions to work and the employee does, in fact, stay and/or sleep on the City premises.

The maximum number of work hours which may be recorded for any work day is 24 hours during the first 72 hours of the emergency closure and 18 hours per day thereafter.

The “emergency closure” compensation period shall begin with the date of the declaration of emergency in the City of Richwood by the order of the Mayor, and the ending date of the emergency closure compensation date in shall be the date of the lifting of the declaration by the Mayor and the opening of city offices for regular business and work attendance by non-essential City employees and if clarification on this ending date as defined herein becomes necessary, the City Council shall designate the emergency closure ending date as defined herein by Council order.

Any essential employee who fails to report to work as scheduled during an “emergency evacuation order” may be subject to disciplinary action, up to and including job termination, if such employee is necessary to provide for the safety and well-being of the general public or is otherwise necessary for the restoration of vital services. All essential employees must be designated and made aware of their assignments prior to an emergency. A list of essential employees shall be provided to the Emergency Management Coordinator. Essential employees are those who are required to stay or report to their assigned areas performing necessary tasks during the emergency, or those who are required to return to work after an immediate threat is over. The list for each department shall be updated annually. All other employees shall report to their usual work areas as soon as possible following the order for resumption of normal operations, pursuant to the lifting of the emergency closure order and/or instructions from the applicable Department Head.

Any employee who is off work or scheduled to be off on sick leave, vacation, funeral leave, workers’ compensation, FMLA (paid or unpaid), or disciplinary leave, shall have their leave recorded as such.

The City reserves the right to amend, change or delete this policy at any time, with or without prior notice. Furthermore, this policy does not grant a right or benefit to any employee, either expressed or implied, that in any way alters the “at will” basis of employment that is intended by the City.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: On Call and Call Back
Policy #: 1304
Effective: April 2014
Revised: March 2015

ON-CALL AND CALL-BACK

To provide for after-hour service needs. Some operations within the city may designate non-exempt employees to be on-call. All non-exempt, full-time employees of the City of Richwood are covered under this policy.

I. ON CALL RESPONSIBILITIES

An employee on-call is free to pursue personal activities but must respond to summons (paging or phone) within designated guidelines set by the Department Head. This is not considered time worked and is not compensable. If called back, however, call-back compensation will be paid.

When on-call, the employee is to remain in a suitable condition so as to respond to an emergency. For that reason, alcohol is not to be consumed when on-call.

An employee will be considered officially scheduled and designated as on-call only when approved by his supervisor.

II. CALL-BACK

Call-back is an unscheduled or emergency return to work outside of officially scheduled work hours or on a holiday or day off at the request of a supervisor.

Non-exempt employees who are called back to the work place will be compensated for all hours worked and are guaranteed a minimum of (4) four hours for each call-back. If the employee receives multiple calls during the initial four-hour period, time will be compensated as actual time worked. After the initial four-hour period has begun and the work has been completed and the employee has returned home, any additional call will initiate another two-hour minimum period.

III. EXEMPTION

Employees who are exempt from overtime are not eligible for compensation under the provisions of this guideline.

IV. POLICE DEPARTMENT

Specific rules for police employees supplement these rules.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Absent Without Leave
Policy #: 1305
Effective: April 2014
Revised: March 2015

ABSENT WITHOUT LEAVE

No employee absents himself/herself from duty without permission from his/her immediate supervisor. Absence without leave is sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for three consecutive days without notice may be deemed to have resigned as of his/hher last day of active employment.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Disciplinary Actions
Policy #: 1401
Effective: April 2014
Revised: March 2015

DISCIPLINARY ACTIONS

This article is not intended to create any property interest in any Employee's job, and no property interest in the Employee's employment shall exist unless specifically notified otherwise in writing by the City. The purpose of this article is to ensure compliance with the other policies stated in the Personnel Policy Manual and shall not apply to dismissal or terminations resulting from reductions in force.

Employees may be disciplined by their Department Head or his/her designee. Disciplinary action may be taken as a result of any violation of a guideline or policy or any offense or any failure to comply with the Employee's job description etc.

The severity of disciplinary action will be determined by the Department Head or his/her designee, and may be up to and including discharge. On recommendation of termination, employee will have an opportunity to appeal to the City Manager. See Appeal and Grievance Procedures. The disciplinary action that may be taken against Employees includes immediate discharge as well as a variety of disciplinary measures, including, but not limited to, time off without pay, reprimand with probation, reprimand without probation. The disciplinary action taken shall be determined by the aggravated nature of the infraction as well as the prior record of the Employee.

Acts of misconduct that may result in disciplinary action, up to but not limited to discharge are as follows:

1. Theft of Richwood property or willful destruction thereof.
2. Conviction of a felony, or a crime of moral turpitude, whether or not related to employment.
3. Incompetence or neglect of employment responsibilities.
4. Unauthorized absence from work.
5. Falsifying a statement on an employment application, timesheet, or other Richwood record.
6. Failure to observe safety rules and regulations.
7. Insubordination.
8. Appearing at work under the influence of alcohol or any drug or substance in violation of law.
9. Violation of any other policy in this handbook.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Appeals and Grievance Policy
Policy #: 1402
Effective: April 2014
Revised: March 2015

APPEALS AND GRIEVANCE PROCEDURE

Any Employee has the right to appeal any disciplinary action taken against the Employee, whether that be a written warning, layoff without pay, suspension, and/or discharge from employment.

The Employee will follow the below denoted appeals procedure.

The Employee will submit a written appeal, with all pertinent details of the grievance to the City Manager within three (3) days of the disciplinary action taken against the Employee. Within three (3) days of receiving the grievance, the City Manager shall meet with the Department Head, supervisor and employee to discuss the grievance and decide what action, if any, to take regarding the grievance. The City Manager will have three (3) days to decide what action, if any, to take regarding the grievance and notify the Employee in writing of the decision. The decision of the City Manager, regarding any action on the appeal or grievance by an Employee, is final. The decision of the City Manager regarding the removal of a Department Head is subject to approval of the City Council.

Employees will not be discourage from submitting grievances.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Temporary and Probationary Employees
Policy #: 1403
Effective: April 2014
Revised: March 2015

TEMPORARY AND PROBATIONARY EMPLOYEES

Any Temporary Employee or Probationary Employee may be terminated by his or her Department Head at any time with or without cause, and without a hearing.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Problem Solving
Policy #: 1501
Effective: April 2014
Revised: March 2015

PROBLEM SOLVING

In an effort to promote improved employer-employee relationships the City of Richwood has an open door policy. Employees, who feel they are being unfairly treated, wish to correct a misunderstanding or desire information concerning their work relationships are encouraged to discuss these concerns with their immediate supervisor or higher levels of supervision.

In the normal operation of any organization, problems or questions may arise. In most instances, a supervisor should be able to give a prompt answer to an employee's questions and will assist in solving problems.

The express intent of this guideline shall be:

- A. To afford employees an informal yet systematic means of obtaining consideration of their concerns.
- B. To insure that an employee who presents a problem in good faith and in a reasonable manner will be free from reprisal.
- C. To insure that problems are settled as near as possible to the point of origin

PROCEDURE:

LET'S TALK IT OVER

- A. In most instances, employees should first discuss a particular problem with their immediate supervisor.
- B. If, for legitimate reasons, employees feel that they are unable to discuss the problem with their immediate supervisor or that the problem has not been resolved at that level, they are encouraged to present the problem to the next higher supervisory authority.
- C. In the event the employees feel they are unable to discuss the problem with the next higher supervisory authority or that the problem has not been resolved at that level, they are encouraged to present the problem to the next applicable authority in the chain of command outlined below:

1. "Immediate supervisor" is defined as the person to whom an employee directly reports.
2. "Next higher supervisory authority" is defined as the person to whom the employee's immediate supervisor directly reports.
3. The "next applicable authority" may be a Supervisor, Department Head or City Manager
4. The City Manager will have final authority within the chain of command.

SUPERVISORY RESPONSIBILITIES

- A. Supervisory staff members will ensure that every reasonable effort is made to respond to employee complaints, problems and grievances as expeditiously as possible.
- B. Knowledge of any attempt of harassment, reprisal, intimidation, discrimination or other form of retaliation toward employees as a result of their implementation of this guideline will be immediately forwarded to the City Manager.
- C. Actions and/or solutions may be documented in writing and forwarded through the appropriate chain of command if it would be in the employee's best interest.

Confidential counseling having to do with personal or job related problems and concerns is available to all City employees through the Personnel Director and/or City Secretary.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Modifications of Policy
Policy #: 1502
Effective: April 2014
Revised: March 2015

MODIFICATIONS OF POLICY

This policy or any part of this policy may be amended at any time by the approval of the City Council. Prior to the change, Employees will be given notice of proposed changes and an invitation will be extended to all Employees to submit suggestions or any change or modification to this policy.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Employees Outstanding Taxes and Outstanding Utility Bills
Policy #: 1503
Effective: April 2014
Revised: March 2015

EMPLOYEES OUTSTANDING TAXES AND OUTSTANDING UTILITY BILLS

As Employees are paid by funds from the City, some of which are derived from taxes, Employees should be the first to pay their taxes and City utility bills. If an Employee owes delinquent taxes to the City or delinquent City utility bills, he or she will be notified by their Department Head. Immediate arrangements should be made by the Employee to take care of the delinquent taxes, and/or delinquent utility bills.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Notice to Employees
Policy #: 1504
Effective: April 2014
Revised: March 2015

NOTICE TO EMPLOYEES

Each Department Head shall distribute or cause a copy of this personnel policy and any modifications or amendments hereto to be distributed to each Employee under his or her supervision as soon as possible after the same is approved by the City Council. Each Department Head shall have the Employees under their supervision sign the form attached hereto as Exhibit "A" verifying that the Employee has provided an opportunity during work hours to read the Personnel Policy Manual and ask the supervisor any questions regarding said policy.

Each Department Head is then responsible for developing a job description for those individuals he or she supervises and making those individuals aware of the nature of the job description.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Severability
Policy #: 1505
Effective: April 2014
Revised: March 2015

SEVERABILITY

In the event any section or provision of this personnel policy is found to be unconstitutional, void, or inoperative by the final judgment of any Court of competent jurisdiction, the defective provision, if any, is hereby declared to be severable from the remaining sections and provisions of this policy, and such remaining sections or provisions shall remain in full force and effect.

APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS
THIS THE ____ DAY OF _____.

EFFECTIVE DATE; _____

CITY MANAGER,
CITY OF RICHWOOD, TEXAS

ATTEST

CITY SECRETARY,
CITY OF RICHWOOD