

Personnel Policy



City of

BLANCO TEXAS

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TABLE OF CONTENTS

	PAGE
PREFACE	4
SECTION 1: INTRODUCTION	
1.01 Mission	5
1.02 Purpose	5
1.03 Policies Established	5
1.04 Applicability	6
1.05 Authority	6
1.06 Responsibility for Implementation of Personnel Policies	6
1.07 Enforcement of Policies	7
1.08 Distribution of Manual	7
1.09 Objectives	8
1.10 Definitions	8
1.11 At-Will	9
1.12 Dissemination	9
1.13 Organizational Chart	10
1.14 Equal Employment Opportunity	11
1.15 Disabilities	11
1.16 Harassment	11
1.17 Smoking	13
1.18 Searches	14
SECTION 2: EMPLOYMENT	
2.01 Hiring	14
2.02 Recruiting Procedures	14
2.03 Minimum Age Requirements	20
2.04 Nepotism (Employment of Relatives)	20
2.05 Termination of Employment	21
2.06 Re-Employment	23
2.07 Employment and Elected Offices	24
2.08 Political Activity	24
2.09 Personnel Files	25
2.10 Confidentiality of Medical Record	25
SECTION 3: STANDARDS OF CONDUCT	
3.01 Employee Conduct	26
3.02 Standards of Conduct	27

	PAGE
3.03 Attendance	30
3.05 Use of City Property	31
3.06 Computer Use Policy	35
3.07 Social Media Policy	38
3.08 Acceptance of Gifts	41

SECTION 4: SALARY ADMINISTRATION

4.01 Pay System & Job Classifications	42
4.02 Salary Administration	43
4.03 Work Schedules	44
4.04 Overtime	45
4.05 Pay Procedures	47
4.06 Time and Pay for On-Call, Callback and Call Out Situations	48
4.07 Step-Up Pay, Certification and License Pays	49
4.08 Travel Time	50
4.09 Employee Performance and Development System	50
4.10 Pay Plan, Compensation Guidelines and Job Descriptions	52
4.11 Promotions	53
4.12 Lateral Transfers	54
4.13 Demotions	54
4.14 Reorganization	54
4.15 Reduction-In-Force	54

SECTION 5: EMPLOYEE BENEFITS AND SERVICES

5.01 Enrollment and Plan Year	51
5.02 Texas Municipal Retirement System (TMRS), Social Security & Medicare	52
5.03 Workers Compensation	55
5.04 Consolidated Omnibus Budget Reconciliation Act of 1985	55
5.05 Tuition Reimbursement Program	56
5.06 Training Schools	58
5.07 Longevity Pay	58
5.08 Nursing Mother Breaks	58

SECTION 6: DISCIPLINE/GRIEVANCE/APPEALS

6.01 Discipline	59
6.02 Disciplinary Process	63
6.03 Grievances	65
6.04 What Is Not Discipline	65

SECTION 7: ACCRUEL AND LEAVE	PAGE
7.01 Vacation	66
7.02 Sick Leave	65
7.03 Civic Leave	66
7.04 Bereavement Leave	67
7.05 Family and Medical Leave	67
7.06 Pregnancy & Parental Leave	67
7.07 Military Leave	67
7.08 Administrative Leave	68
7.09 Unauthorized Absence	68
7.10 Donation of Paid Time Off	69
7.11 Inclement Weather	69
7.12 Holiday Leave	70
 SECTION 8: SAFETY AND SECURITY	
8.01 Responsibilities	70

PREFACE

1. A permanent paper copy of the City of Blanco Personnel Manual will be kept on file in the Office of the City Administrator who has been charged with the responsibility for keeping the manual and all subsequent amendments or revisions. In addition, all Department Directors are to retain a copy in their files, which will be available for review by City employees.
2. This Personnel Manual is a general, non-comprehensive guideline for procedures between the City and its employees. The Personnel Manual is intended to educate and orient the employee as to the expectations associated with being a City of Blanco employee.
3. The purpose of the manual is to set forth clearly and concisely the policies, procedures, and practices of the City of Blanco. All City employees are subject to the guidelines set forth in this manual and are expected to be familiar with those sections of the manual that relate to them.
4. In the event of a conflict between the operating policies and procedures of the City and the departmental rules and regulations, City policies and procedures will supersede the departments' policies and procedures.
5. Questions regarding the meaning of any portion of the manual should be directed to the Employee's Department Director, while inquiries regarding changes, additions or deletions to this manual should be submitted to the City Administrator.
6. Policies and procedures regarding disciplinary actions, grievances, and performance evaluations are also outlined in separate manuals.

SECTION 1: INTRODUCTION

The City of Blanco welcomes you to our staff. We want to make sure your first days on the job are as pleasant and comfortable as possible.

As a new Employee you may have questions about City policies, procedures and expectations of you as an Employee. This Personnel Manual will answer most of those questions. For additional information or clarification, please speak to your direct Supervisor, Department Director or City Administrator.

1.01 Mission

Personnel of the City of Blanco will provide outstanding customer service in a cost- effective manner. To accomplish this mission, we will:

- Provide responsive and effective service to the community;
- Stay focused on methods to improve quality, cost and effectiveness;
- Create and maintain effective partnerships and regional collaborations;
- Value diversity in the organization and in our community;
- Be accountable to citizens and each other for our actions; and
- Uphold the highest professional and ethical standards.

1.02 Purpose

The purpose of the City of Blanco Personnel Manual is to provide a consistent guide to personnel interaction involving City Employees. This manual supersedes all previous Personnel Manuals. The language used in the manual does not alter the at-will employment relationship or constitute an employment agreement, a contract, or guarantee of continued employment. This policy does not address every conceivable personnel interaction. This Manual is designed to ensure that decisions are objective, fair, consistent, and in accordance with the expectations of the City. It is your responsibility to ask questions if you do not understand any policy or procedure. Should you have questions as to the interpretation or understanding of any policy or practice, please make an appointment with your Department Director immediately. If the Department Director is unable to answer your questions, please see the City Administrator. It is important that all Employees have a full and complete understanding of the City of Blanco's personnel policies. The more you know about working for the City of Blanco, the easier it will be for you to understand your role in relation to other positions and our Mission.

The City of Blanco is an At-Will employer (see Section 1.11). This handbook does not confer any contractual rights. Either you or the City may terminate this relationship at any time with or without cause.

1.03 Policies Established

These policies and all amendments hereto shall be the official personnel policies of the City. The City reserves the right to modify, change, or revoke any or all such plans, policies and procedures, in whole or in part, at any time, with or without notice. Any change made to these policies is immediate and no rights or privileges in past personnel policies are grandfathered. The City will advise Employees of those changes in writing.

1.04 Applicability

These policies apply to all City Employees, except where inconsistent with state law, federal law, City ordinance, or the particular instrument hiring a specific Employee. In the event of such inconsistency, the state or federal law, ordinance, or more specific agreement shall prevail.

1.05 Authority

- A. These policies are generally established by the City Administrator and approved by the Mayor and City Council; and any amended, revised, or new policies must be approved accordingly. In addition to these personnel policies, Department Directors may establish departmental policies and procedures, but they must be approved by the City Administrator before taking effect. These policies must relate specifically to their department. Departmental rules and regulations shall not conflict with these policies and procedures.
- B. The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this will not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.
- C. In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.
- D. The City Administrator may issue Procedural Directives, which may outline more specific details of the policies and procedures outlined in this Personnel Manual.

1.06 Responsibility for Implementation of Personnel Policies

- A. The City Administrator is responsible for the administration of the personnel policies and procedures. The City Administrator may delegate authority to appropriate staff members to act on his or her behalf in the administration of these policies and procedures.
- B. Except for matters reserved to the City Council by statute or ordinance, final authority on appointments and personnel decisions is reserved to the City Administrator. The City Administrator will work closely with the Mayor and City Council when hiring Department Directors.
- C. Each Department Director is responsible for enforcing the policies and procedures contained in this manual and or providing assistance and advice to their employees regarding the content of this policy manual. They are also responsible for assisting their employees in interpreting these policies and standards in individual situations. In the event they need assistance with the interpretation or enforcement, they are to seek assistance from the Human Resource Director or City Administrator.
- D. Each employee is responsible for familiarizing themselves with the policies and procedures

in this manual. Lack of awareness of any policy or procedure is not to be construed as an excuse for disobeying or ignoring these rules.

1.07 Enforcement of Policies

In order to maintain the integrity of the City government, the following guidelines listed below should be followed:

- A. **Employees:** All employees of the City are entrusted with protecting the rights and privileges of their fellow employees and the citizens of Blanco. This protection entails assisting with compliance and enforcement of all policies set forth by the City. City Employees may be exposed to, and have access to, confidential information about citizens of the community, the City, City plans, co-workers, Municipal Court and all actions by City departments. Any Employee who discloses confidential information may be subject to disciplinary action to include immediate termination. It is also the responsibility of each Employee to promptly report any breach of this policy by a co-worker to their Department Director and/or the Human Resource Director. If the breach involves a Department Director or City Administrator, it should be immediately reported to the Mayor.
- B. **Department Directors:** Department Directors are responsible to the City Administrator for assisting with the compliance and enforcement of all City policies; by themselves and for the employees they supervise. They will keep the City Administrator informed of any pending policy actions and will conduct investigations to protect the rights and privileges of the citizens of Blanco as necessary and if requested to do so by the City Administrator.
- C. **Human Resource Director:** It is the responsibility of the Human Resource Director to conduct investigations when a complaint is filed or when policies are not followed. Once an investigation is completed, the Human Resource Director will brief the City Administrator and make recommendations as to findings.
- D. **City Administrator:** It is the responsibility of the City Administrator to see that the employees and citizens of Blanco are protected by enforcing the policies set forth by the City, and to ensure an appropriate and thorough investigation is conducted on all complaints of wrongdoing. Once an investigation is completed, the guidelines for disciplinary action as outlined in this manual will be followed, if appropriate.
- E. **City Council:** The City Council of Blanco has been elected by the citizens to govern the community. The City Council has delegated the authority to supervise the actions of the City employees to the City Administrator.

1.08 Distribution of Manual

- A. All Department Directors will maintain a current paper copy of the Personnel Manual and will answer any questions regarding material in the manual.
- B. This Personnel Manual shall be furnished to all employees and to each new employee when hired.
- C. This Personnel Manual will also be available on the City's website.

- D. Each employee will sign an acknowledgement of receipt of the Personnel Manual and policy letter.

1.09 Objectives

The City seeks to achieve these objectives through the systematic, uniform application of modern personnel practices. The City's personnel policies strive to:

- A. Promote and increase productivity, efficiency, responsiveness to the public, and economy in the City's service;
- B. Provide fair and equal opportunity for qualified persons to enter and progress in the City's service in a manner based on merit;
- C. Maintain recruitment, advancement, and other practices to enhance the attractiveness of a City career;
- D. Develop and maintain consistent, up-to-date position classifications and compensation plans;
- E. Develop high morale among City Employees by fostering good working relationships, and by providing uniform personnel policies, opportunity for advancement, and consideration of employment needs and desires;
- F. Retain Employees based on the adequacy of their performance, correct inadequate performance, and separate Employees whose inadequate performance cannot be corrected; and
- G. Assure that Employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.

1.10 Definitions

- A. Anniversary Date – The annual date coinciding with an employee's date of hire or promotional date of hire.
- B. Calendar Year – The annual period from January 1st through December 31st.
- C. Fiscal Year – The annual period from October 1st through September 30th.
- D. Full-time Employee – A full-time employee is an employee that is a regular employee who routinely works a 40-hour workweek and is designated as Fair Labor Standards Act (FLSA) exempt or non-exempt by the City Administrator. This will be determined through a review of the applicable job description and in compliance with the federal guidelines in the FLSA.
- E. Part-time Employee – A part-time employee is any regular or temporary employee who

routinely works less than a 30-hour workweek. All requests for this status will be judged according to the effect it will have on the operation of the City.

- F. Probationary Employee - A probationary employee is one who has been appointed to a budgeted regular position but who has not successfully completed their probationary period.
- G. Regular Employee – A regular employee is designated by the City Administrator to fill a budgeted regular position, either full-time or part-time who has satisfactorily completed their probationary period.
- H. Seasonal Employee - An employee hired at either a fulltime or part-time work schedule on a seasonal basis (a street maintenance worker hired for the summer months). A seasonal employee is eligible for City designated holidays.
- I. Separation – The date an Employee retires, resigns, dies or is dismissed from employment with the City of Blanco.
- J. Temporary Employee – A temporary employee is one hired for a specific length of time, usually less than six months, to meet short term needs.
- K. Volunteer Employee – A person who donates their services without any express or implied compensation except for incidental expenses as approved by the City Administrator.

1.11 At-Will

- A. All employees of the City of Blanco serve at-will. These policies and the benefits described herein do not constitute a contract of employment or a contract between the City and any Employee to provide any benefit. Nothing contained herein shall create an entitlement to, or property interest in, continued employment with the City.
- B. The City may alter, amend, and terminate any of the policies or benefits set forth herein at any time, with or without notice. Notwithstanding any statement contained in these policies, or in any other document or statement issued by the City or any of its representatives to the contrary, the City shall have the right to terminate any Employee from employment with the City, at any time, with or without cause, subject to state and federal law.
- C. Any full-time, regular employee who is terminated by the City Administrator may appeal, directly to the Mayor, any decision that will terminate employment for that employee. The Mayor's decision is final and non-appealable. Furthermore, if an employee terminates employment, a two-week notice for FLSA non-exempt and a thirty-day notice for FLSA exempt employees is required if the employee wants to be eligible for rehire.

1.12 Dissemination

The City Human Resource Director shall make every effort to thoroughly acquaint Employees with the materials in these personnel policies and any subsequent revision.

Copies of these policies and all amendments shall be furnished to each Employee. Notwithstanding the foregoing, it is each Employee's responsibility to become familiar with the contents of these policies, and to ask questions when necessary for a full understanding. Each City Employee will receive a copy of these policies and is required to read it carefully and to adhere to the rules and regulations stated herein. Within two (2) weeks of employment or any amendment to the Personnel Policies, every Employee is required to sign an acknowledgment of having read and understood the policies contained in these Personnel Policies.

1.13 Organizational Chart

A. Organizational Chart – Will be presented to and approved by the City Council during the budget process.

B. City Council:

1. The City of Blanco is a Type A General Law City governed by a Mayor and City Council that by election has adopted the Mayor-City Council form of government.
2. The Mayor is the Presiding Official at meetings of the City Council and is the Chief Executive Officer and Chief Civic Representative of the City. The Mayor is responsible for creating and overseeing of the budget.
3. The City Council functions as the legislative branch of city government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority and maintains oversight of city government.

C. City Administrator

The City Administrator is the Chief Administrator of the City of Blanco and is responsible for the day-to-day management and administration of the City. The City Administrator shall carry out the policies set by the City Council and enforce the ordinances of the City and laws of the State of Texas. The City Administrator oversees all employees and may hire and terminate employees accordingly.

D. Department Directors:

1. Department Directors report directly to the City Administrator and are responsible for enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their department.
2. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel so as to reflect favorably on the City at all times.
3. Department Directors are responsible for the protection of all information, which is created for or primarily used by their respective department. This responsibility includes the protection of computerized information, which is placed in the custody of individual Employees including authorizing access to all computerized information.

E. Employees:

All Employees of the City will familiarize themselves with the provisions of this manual and comply with the policies set forth.

1.14 Equal Employment Opportunity

- A. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political opinions or affiliations, membership or non-membership in employee organizations, or based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history), veteran's status or disability which does not impair their ability to perform the job is prohibited. Any employee who feels that they have been discriminated against may file a grievance to the Human Resource Director. If the grievance is against the City Administrator, the grievance should be filed with the Mayor.
- B. The City Administrator, Human Resource Director and Department Directors are responsible for implementing and maintaining the City's Equal Employment Opportunity (EEO) Program as set forth by appropriate Civil Rights Acts, Executive Orders, this Policy Manual, and/or any Supreme Court decisions now in effect or to be so rendered in the future.

1.15 Disabilities

- A. The City shall comply with the federal Americans with Disabilities Act (ADA). The City will not discriminate against qualified Applicants and Employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment based on disability.
- B. An Applicant or Employee should inform the City if they needs assistance with the applicant's or Employee's essential job duties,. The City will provide Applicants and Employees' requests with reasonable accommodations that do not impose an undue hardship on the City.
- C. Reasonable accommodations shall be in accordance with the Americans with Disability Act. If an accommodation needs to be made in accordance with this act, the employee shall so advise the Department Director or the Human Resource Director so that the City can engage in an interactive process with the employee to explore what reasonable accommodations, if any, can be made.

1.16 Harassment

- A. It is the right of all Employees to perform their jobs in an environment free from all forms of harassment. The City prohibits and will not tolerate unwelcome conduct by any person, male or female, including City Employees, elected officials, vendors, customers, and any other person who enters the workplace, if the inappropriate

conduct is based on race, color, sex (including sexual harassment), religion, national origin, disability, or age, and if:

1. Submitting to the conduct or being subjected to the conduct is made either explicitly or implicitly a term or condition of employment, including hiring, promotion, pay, fringe benefits, job training, classification, referral, and other aspects of employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
 3. The conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job; or
 4. It creates a hostile, offensive, or intimidating work environment.
- B. Harassment may include offensive jokes, slurs, epithets or name calling, other derogatory ethnic/racial/sexual remarks, physical assaults or threats, attempted assaults, stalking, and other inappropriate or harassing physical conduct.
- C. All employees are responsible for respecting the rights of co-workers. The City will not tolerate discriminatory conduct or the display of discriminatory materials in the workplace that are offensive to a reasonable Employee.
- D. Sexual harassment may include unwelcome sexual advances, innuendo, requests for sexual favors, sexually demeaning conduct, or other physical, verbal, or visual conduct based on sex. Sexual harassment does not depend on the harasser's motives or intentions, but whether or not the behavior is unwelcome.
- E. Employees who believe that they have been the subject of harassment or other unlawful discrimination shall report the alleged act directly to the Human Resource Director unless the employee is a police officer then Police Department Policy 210 should be followed. If the conduct involves the City Administrator it shall be reported to the Mayor. An investigation of all complaints will be undertaken immediately. Any supervisor, agent, or other employee who has been found by the City after appropriate investigation to have harassed another employee will be subject to appropriate disciplinary action, up to and including discharge from the City.
- F. Any Department Director, upon receipt of a harassment or unlawful discrimination complaint, shall immediately notify the Human Resource Director and City Administrator. If the conduct involves the City Administrator it shall be reported to the Mayor.
- G. Any Employee found in violation of this policy will be subject to disciplinary action, up to and including termination.
- H. Reporting and Investigating Discrimination or Harassment

1. Any Employee that is subject to, is a witness to, or becomes aware of any conduct that might be considered a violation of the protections of this Section must report the conduct immediately to the Employee's Department Director or Supervisor, who shall immediately report the incident to the Human Resource Director and City Administrator. Failure to do so will result in disciplinary action.
 2. If the Department Director or Supervisor is involved in the alleged conduct, the Employee should report the conduct to the Human Resource Director. If the alleged conduct involves both the City Administrator and the Department Director, the Employee should file a written report to the Mayor, to be then submitted to the City Council.
 3. Any person who witnesses, or who a report is made of discrimination or harassment shall take immediate steps to stop the action. Failure to take immediate action to stop and report the incident may lead to discipline for the witness and/or supervisor, up to and including termination.
 4. Confidentiality of the report will be maintained as much as possible. However, absolute confidentiality cannot be promised as the report may be disclosed to persons who need the information to investigate, or to take corrective actions, or both, and as required by law.
 5. After an incident described by this section has been reported, the Human Resource Director, or a third party appointed by the Mayor and City Council if involving the City Administrator, will conduct an investigation. If it is determined that allegation of discrimination or harassment prohibited is substantiated, the City will take prompt corrective action to END the harassment or discrimination and discipline the harasser.
 6. An Employee who is found to have engaged in conduct in violation of this section is subject to appropriate disciplinary action, including termination.
- I. Retaliation Prohibited: A report of a violation of this section that is made in good faith will in no way be held against an Employee. The City will not tolerate retaliation of any kind and in any manner. This protection extends not only to the person reporting a violation of this section, but also to those who serve as witnesses in investigations conducted under this section or participate in a report or investigation.

1.17 Smoking

- A. Smoking, using any tobacco product, and vaping is expressly prohibited within City facilities. Smoking, using any tobacco product, and vaping are only permitted in designated exterior areas of City facilities. The City of Blanco does not permit the use of any tobacco products or vaping inside City vehicles or inside City facilities. No City Employee will be allowed to smoke in the view of the public.
- B. All Department Directors shall designate authorized smoking areas away from the view of the public and outside of a City facility. If an employee is caught smoking or

using any tobacco product, marijuana or other plant product or any lighted or burning pipe, cigar, cigarette of any kind or smoking equipment or device, in a prohibited building, structure or vehicle, or in the view of the public while on-duty, they will be subject to disciplinary action, up to and including termination.

1.18 Searches

The City reserves the right to make general or random searches of all City property such as desks, closets, computers, tablets, phones, City social media accounts and City vehicles without consent of the Employee. The use of privately owned padlocks or other locking mechanisms for City property is prohibited and such locking mechanisms will be removed.

SECTION 2: EMPLOYMENT

2.01 Hiring

- A. The City Administrator is the hiring authority for the City except as otherwise delegated through ordinance or resolution.

- B. The City Administrator is responsible for providing fair and equal opportunity to all qualified persons seeking employment with the City of Blanco. Included in the City Administrator's responsibilities are employment planning, recruitment, selection, retention and placement. The City Administrator may only delegate hiring authority to a Department Director, however, the City Administrator retains the ultimate responsibility for the selection.

- C. When an emergency exists that requires the services of personnel who are not otherwise available, such Employees may be immediately hired by the ~~Mayor~~ City Administrator for a period not to exceed ninety (90) days without regard to normal recruitment and selection requirements. If the hiring of the interim Employee is not confirmed by the City Administrator within the ninety (90) day period, the Employee is considered to be automatically discharged as of the ninety-first (91st) day.

2.02 Recruiting Procedures

- A. It is the objective of the City of Blanco to find and recruit the most qualified candidates for each vacancy within the City government. This section outlines the policies and procedures the City Administrator or his/her designee will use to achieve this objective.

- B. Department Directors will immediately notify the Human Resource Director and City Administrator in writing of an impending job vacancy.

- C. Human Resource Director will advertise as necessary to recruit prospective applicants for vacant positions, communicate with appropriate agencies, contact

possible sources for applicants, and maintain applicant files. If any Department Director has a vacancy the Department Director must make a written request to the City Human Resource Director before being approved by the City Administrator for vacancy publication. The Human Resource Director is responsible for:

1. Placing advertising on the City's website, in publications, and any other appropriate advertising site.
2. Accepting all applications and distributing to the appropriate Department Director.

D. Recruitments can be conducted in the following manner:

1. Public- Applications will be accepted from external and internal candidates. Job postings are available on the City's website, emailed to all City Employees and posted in common areas.
2. Internal Only- Applications will be accepted only from internal candidates. Job postings are emailed to all City Employees and posted in common areas.

E. Job Postings

1. The Human Resource Director will work with the Department Director to develop job postings to describe the particular requirements for vacant positions. The job posting will reference the minimum requirements and essential job functions for the position, as this will provide the basis on which applicant qualifications will be evaluated.
2. The Human Resource Director shall post notice of the job opening internally and/or externally for a period of fourteen (14) days. At the City Administrator's discretion, and for good cause, the City Administrator may waive this time period, but in no instance shall it be posted internally for a period of less than five (5) days.
3. If the City Administrator and/or the Department Director are not satisfied that there is a sufficient quantity or quality of qualified persons from the application pool, he/she may reopen the position.

F. The Human Resource Director and/or Department Director shall review the applications and schedule interviews for those candidates selected for further consideration. Consideration must be given to all applications received, however, interviews need not to be provided to all applicants.

G. Reference Checks

All efforts shall be made to determine the applicant's past work history. The best reference is someone who is in a position to evaluate the applicant's work performance.

Personal reference should be avoided unless they are the only references available.

The Human Resource Director shall conduct reference checks prior to communicating a conditional offer of employment to a candidate. If an internal candidate is being considered, reference checks must include at least one person from the current chain of command.

H. Selection

1. The first step in the selection process is the submission of an application. The application will determine if the prospective employee fulfills minimum requirements of education, training, certifications and experience for the posted vacancy. Minimum requirements are those listed in the job description at the time of the vacancy announcement and cannot be waived. If the City Administrator determines that there are an inadequate number of candidates to assure that the best interests of the citizens are served, he/she may waive this requirement.
2. Police Officers will follow Police Policy 201 regarding Selection.
3. Applications will be received and reviewed by the Human Resource Director for completeness. Each application will be evaluated by the applicable Department Director to determine the most qualified applicants.
4. A minimum of three (3) of the most qualified applicants will be chosen by the Department Director for further screening.
5. If a job opening occurs within six months of the job initially being filled, the Department Director, with concurrence from the City Administrator has the option to review and select applications received from the initially advertised opening.
6. For the purposes of this section, a volunteer employee will be eligible for consideration of employment during the internal City posting period.
7. The Department Director will be responsible for selecting from among the referred candidates to fill vacancies. Selection(s) must be defensible and documented to the City Administrator for final approval.
8. The Human Resource Director is responsible for sending letters or emails to applicants, regardless of whether or not they were interviewed, notifying unsuccessful applicants that another candidate was selected.

I. Examinations

1. All examinations for employment used by the City shall be valid. In most cases an independent third party will be used for appropriate job recruitment examinations and be reliable as determined by the City Administrator, in accordance with federal, state, and local statutes.

2. It is the Department Directors' responsibility to see that the selection techniques used by their respective departments abide by the City's Equal Employment Opportunity (EEOC) policy and all applicable federal, state and local guidelines. Examinations only determine minimum qualifications. The City encourages the appointment of superior applicants who have the capacity for promotion and leadership.
3. The Department Director is responsible for submitting their procedures for selection to the Human Resource Director. Finally, the examinations used should follow the EEOC Uniform Guidelines on Employee Selection Procedures (UGESP).
4. The Department Directors through the Human Resource Director may use one or more of the following selection techniques to determine the most qualified person for a job vacancy once applications have been reviewed.
 - a. Oral Examination – An oral examination or interview may be used to elicit information regarding abilities of the applicants not readily obtained in a written examination. All interviews should be structured and use more than one interviewer to reduce subjectivity.
 - b. Written Examination – A written examination may be used if it is objective and valid. Written examinations should not be relied on as the only method of selection unless it measures the only qualification necessary for the job.
 - c. Performance Testing – A performance test requiring the applicant to perform a task that will help determine ability and manual skills for a job (such as a typing test for a clerk) may be used.
5. The City Administrator will be kept informed of all selection examination procedures used: the type and composition of the exams, the rating scale used, and who conducts the exams. The selection procedure will be continuously refined to assure that the most advanced techniques are used in the selection process.
 - a. Physical Testing – Jobs requiring physical ability (such as police, fire or public works) may require a physical test. The test may be either competitive or qualifying, and may consist of a test of physical strength, ability and/or coordination. Each department shall use the same standardized physical test for all like job applicants, and it shall be job related.
 - b. Evaluation of Education, Training, and Experience – This evaluation shall be based on information in the application form, from other data secured through the interview process or from other sources and shall be subject to investigation for truth and completeness.
 - c. Employment Eligibility Verification – (I-9) The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of any person hired after November 6, 1986. Each individual considered for hire must provide proof of U.S. citizenship or employment eligibility as prescribed by rules adopted by and on forms provided by the Immigration and Naturalization Services. The City Administrator or their designee shall maintain records of employment eligibility verification.

J. Selection

1. After receiving examination results from all qualified candidates, Department Directors will recommend their choice(s) to the City Administrator in writing. The City Administrator will make the final selection. Upon making this selection and making a conditional offer of employment to the prospective employee, that individual will be required to undergo a physical examination, to include a drug test, which will be performed at the City's expense.
2. The physical examination will be designed to ensure that the prospective employee meets minimum physical standards as outlined in the job description. If the prospective employee fails to meet the minimum physical standards as outlined in the job description, the City will attempt to assist the prospective employee by examining different avenues under which the prospective employee could perform the necessary minimum job functions. If this is not possible, this may disqualify the prospective employee from the conditional offer of employment.
3. When a job opening occurs at the Department Director level, the same selection process will be undertaken to find a replacement. The City Administrator will announce his/her choice for the position to the City Council at a regular council meeting for introductory purposes only. In all cases, except for the positions of Police Chief, the City Administrator's selection will be appointed to the vacant position. The position of Police Chief requires selection by the City Administrator and the concurrence of the Mayor and City Council.
4. The City Administrator may fill any position on an interim basis for up to 90-days if he/she determines this is in the best interest of the City. Persons filling an interim position may be considered for regular appointment at the conclusion of the recruitment process.

K. Pre-Employment Drug Testing

1. The City of Blanco is committed to the principal of keeping illegal drug use out of the workplace. Drug use in the workplace endangers fellow workers, public safety, Employee morale, and productivity. This policy is implemented in accordance with the Drug Free Workplace Act of 1988.
2. Any external applicant for employment who has been made a conditional offer of employment will be required to undergo a drug test for the presence of drugs in their system. The Human Resource Director must receive a negative test result before the applicant may be made a final offer of employment. A job applicant who refuses consent to a drug test as a condition of employment will be denied employment with the City of Blanco. All drug test results will be kept in a separate medical file and will only be disclosed to a decision maker who needs the results in order to make an employment decision.
3. If the applicant receives a positive result on the drug test, the Department Director will be notified. The Department Director will contact the applicant to rescind the conditional job offer. The Department Director may continue to hire from

the same pool of applicants or reopen the position for recruitment.

4. Drug testing will only be administered as allowed by Federal and State law.

L. Background Investigations

1. Background investigations will be done in accordance with the requirements for filling the vacant position.
 - a. Background Check- Non-public Safety: The Human Resource Director shall conduct a background check on each applicant for employment based on the essential functions of the job. An applicant may not be disqualified from hire merely by having a criminal conviction. The nature of the offense, how much time has passed, and the job the applicant has applied for will be taken into consideration. Background information shall remain confidential as required by law.
 - b. Background Check- Public Safety: A thorough and comprehensive background investigation is completed on each police applicant as required by State law. Background investigations are completed internally by a City approved background investigator and maintained in accordance with department protocol and state law.
2. Applicants that are considered for a position that requires the operation of a City vehicle must possess a valid Texas Driver's License. The applicant will have a Driver's License Verification and History Check before a final offer for employment will be made.
3. Once all pre-employment activities are successfully completed, the Department Director will contact the City Administrator for approval to proceed with the applicant. The Department Director will confirm the job offer with the applicant.

M. Probationary Periods

The probationary period is the final employment examination. The following policies will be in effect for new hires and regular employees on probationary status:

1. New Hires
 - a. All newly hired employees will be on a twelve (12) month probationary period. If an employee's employment with the City is terminated for whatever reason prior to the completion of their probationary period, they will not be entitled to be compensated for accrued personal leave.
 - b. To successfully complete a probationary period, an employee must perform the functions outlined in their assigned job description to standard. The new employee may be dismissed without appeal, except on grounds of discrimination, while on probationary status.

- c. Employees on probation will be evaluated at six (6) and twelve (12) months of employment for job retention. At the end of the six (6) month period, the employee will receive an evaluation, which shall include any issues, or concerns that might keep the employee from completing probation. This evaluation shall be in writing and shall be signed by the employee and Department Director. After twelve (12) months of satisfactory performance, the employee will convert to regular status unless the Department Director or City Administrator extends their probation.
- d. At any time during the probationary period an Employee may be dismissed without further recourse by the City Administrator. Even after completing the probationary period, an Employee's employment with the City remains at-will in nature.

2. Employees on Probationary Status

- a. All regular employees on probationary status in a new position will be on twelve (12) months' probation for that new position.
- b. All regular employees will be evaluated in the same manner as new hires: at six (6) and twelve (12) months of work at the new position for retention. To successfully complete the probationary period, the regular employee must perform the functions outlined in their job description to standard.
- c. At the discretion of the City Manager, the employee may be returned to the same or a similar position previously held with the City if they do not satisfactorily complete the probationary period, but only if a similar position is still available. If a similar position is not available, the employee may be terminated.
- d. A regular employee on probation for a new position may also have their probation extended by the Department Director or City Administrator.
- e. Regular employees placed on probation for disciplinary or job performance purposes will not be allowed to use benefits, personal leave, sick leave, annual leave, etc.) within the first 30-days. This is a time for corrective and improvement purposes and the employee needs to be present in order for these corrective actions to take place. Use of leave during this time period will result in an extension of the probation for a like amount of time.

2.03 Minimum Age Requirements

Age limits are imposed for certain positions based on a bona fide occupation qualification or statutory requirement. The City will comply with all specific State laws or any federally imposed age requirements. No person under the age of eighteen (18) will be employed in any position in the City.

2.04 Nepotism (Employment of Relatives)

A. Family Member

The City of Blanco defines a family member as:

1. A relationship created by marriage includes spouse, spouse's child, spouse's parent, spouse's brother, spouse's sisters, spouse's nephew, spouse's niece, spouse's grandchild, spouse's grandparent, spouse's first cousin, spouse's aunt, and spouse's uncle;
2. A relationship created by birth (blood) includes parent, brother, sister, child, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, great grandparent, great grandchild, great aunt, great uncle, great niece, and great nephew; and
3. Significant others who live in the same household.

B. Applicants

An applicant may not be hired as an Employee if that department already employs a person who is a family member of the applicant. This passage does not apply to volunteers with the police department.

C. Employees within the same department

If an Employee becomes a family member of another Employee who works in the same department the Employees may remain in the department, however, they may not directly supervise one another.

D. Elected Officials

As required by state law, no person related within the second degree by affinity* or third degree of consanguinity** to the Mayor, any member of the City Council, and any officer of the City or Officer of any City Board shall be appointed, voted upon or confirmed by that relative to any office, position, clerkship, employment, or duty of the City. This prohibition shall not apply, however, to any person who shall have been continuously employed by the City for a period of six (6) months prior to the election of the Mayor or Council member so related to him/her. The person must have been continuously employed by the City for a period of thirty (30) days prior to the appointment of a related Officer of a City Board or Officer of the City to retain employment.

1. "Affinity" is a relationship created by marriage and within the second degree includes spouses, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law and grandchild-in-law.
2. "Consanguinity" is a relationship created by birth and within the first and second degree includes grandparents, parents, brothers, sisters, children and grandchildren, and within the third degree includes aunts, uncles, nieces, nephews, great-grandchildren and great-grandparents.

2.05 Termination of Employment

The City follows a progressive disciplinary procedure. Any actions affecting ranking, pay or leave must be submitted to Finance to be processed through payroll. The City Administrator has full discretion to substitute disciplinary actions based on the need of the department.

A. Resignation

1. Whenever possible, an employee desiring to leave City service in good standing should submit a written resignation through his/her departmental chain of command to the Department Director at least 2 weeks in advance of the last day of work. Department Directors desiring to leave the city in good standing should provide 30 calendar days in advance of the last day of work. The City Administrator may waive any portion of the notice period. The resignation shall include the reason for leaving.
2. An employee who resigns without sufficient notice is subject to having their rehire status affected adversely for failure to give sufficient notice. The City Administrator, upon recommendation from the appropriate Department Director, will make this determination.

B. Retirement

The same notice requirement for resignation applies in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly. Retirement programs will be in compliance with State and Federal laws.

C. Reduction in Force

1. An employee may be laid off because of changes in duties or the organization of the City or a department. Whenever possible, at least thirty days written notice shall be given to an employee prior to the layoff.
2. If there is more than one employee in any particular position, layoffs shall be carried out on the basis of demonstrated job performance in that particular position.
3. This policy does not mean that a person shall be retained for a similar or subordinate position. If a person is laid off from any position, it will be his/her responsibility to apply for any openings (if there are any) with the City for which they wish to be considered.

D. Absences Due to an Illness or Injury

1. Employees, absent due to an illness or injury which prevent them from performing the essential functions of their job, will be terminated for employment with the City after the completion of 12 weeks of Family Medical Leave (FMLA) and a period of 90 days of extended leave usage.
2. If an employee returns to work during the 90 days in any capacity other than full-time, unrestricted duty, and then later is unable to work due to the same circumstances, the employee will still be subject to termination upon the completion of the original 90

day extended leave usage for the same illness or injury.

3. If the qualified employee falls under the guidelines of the Americans with Disabilities Act, the City will attempt to make a reasonable accommodation so that the employee may resume the duties of their position. After reasonable accommodations have been made and the employee is still unable to fulfill the required duties of their current position, the City will determine if another position is vacant within the City for which the employee is qualified. If it is determined that a reasonable accommodation cannot be made, the employee is still subject to termination procedures.
4. At the City Administrator's discretion, severance pay may be offered to employees who might be subject to termination under the City's 90-day extended leave usage policy. The employee's hourly rate at the time of termination will be used when calculating the severance pay.

E. Termination by Dismissal

1. Employees may be terminated by dismissal due to the inability of the employee to satisfactorily perform the job requirements, just cause or failure to comply with the rules and regulations outlined in this or other City or departmental manuals. An employee may also be terminated when a physician appointed by the City Administrator determines that the employee, for whatever reason, is unable to perform the required duties of the position.
2. The Department Director will make a recommendation to the City Administrator for employee dismissal.
3. Any employee can appeal a decision regarding their termination directly to the Mayor.
4. Even though an employee's dismissal is recommended by the Department Director, the City Administrator is still the decision maker and his/her decision is subject to appeal to the Mayor and no higher.

F. Termination Procedures

1. With cooperation of the employee, an Exit Interview will be conducted upon an employee's separation from the City service, regardless of length of service, position, or the circumstances of separation.
2. The Human Resource Director will be responsible for conducting all Exit Interviews and ensuring each employee is interviewed prior to their separation from City employment, if possible.
3. The respective supervisor or Department Director will conduct a termination performance evaluation for all employees who are leaving employment.
4. The City shall maintain all personnel records on employees for the length of time as required by appropriate State and Federal regulations.

2.06 Re-Employment

- A. An Employee who resigned from City service and submitted a written notice of resignation stating the date of departure and the reason for resignation is considered to have left in "good standing". The notice of resignation must have been submitted a minimum of fourteen (14) calendar days prior to the effective date. Employees who did not leave in "good standing" will not be re-employed by the City unless the City Administrator grants approval.
- B. If a former Employee is re-employed by the City of Blanco within any time frame, the original hire date will not be used to restore vacation, sick, holiday or longevity accrual rates. All accrual rates will be based on the new hire date; any previous time will not be merged. Prior service will not count for eligibility for any paid time off, and there will be no restoration of any accrued time that was unpaid at the time of separation of employment with the City of Blanco.

2.07 Employment and Elected Offices

- A. An Employee must notify the City Administrator and Mayor of his or her intention to file as a candidate for any publicly elected office prior to filing as a candidate.
- B. Employees who are elected or appointed to a public office in the City of Blanco are required to resign from City employment.

2.08 Political Activity

- A. An Employee may not endorse a candidate for federal, state, or local public office while on-duty or permit the display of the City logo or the use of any City equipment or property in support of such candidate.
- B. An Employee may not engage in political activity relating to a campaign for an elective public office or a proposition to be voted on by the public while in City uniform, on-duty, or while representing or acting on behalf of the City. They may campaign for or assist in the election of any public official running for public office; however, these activities shall at all times be confined to off-duty hours or while on personal leave. For purposes of this policy to engage in political activity includes:
 - 1. Using or granting permission to use his or her job title for political activity;
 - 2. Making a speech to a group or gathering supporting or opposing candidate or proposition;
 - 3. Distributing information relating to the campaign of a candidate or a proposition;
 - 4. Wearing a campaign button while in uniform;

5. Circulating or signing a petition for a candidate or proposition;
 6. Soliciting votes for a candidate or proposition;
 7. Using City equipment to promote a candidate or proposition;
 8. Soliciting campaign contributions for a candidate or for or against a proposition;
 9. Any activity supporting or opposing a candidate or proposition expressed in a manner, time, or location that the public might reasonably believe represents a position of the City.
- C. An employee may receive approval by the City Administrator and Mayor to campaign on specific issues on behalf of the City of Blanco in Austin or Washington, D.C. on issues directly affecting the City of Blanco.

2.09 Personnel Files

- A. Personnel files shall be maintained in the Human Resource Director's Office. The record copy of all personnel information related to an employee shall be filed in the employee's personnel file, subject to specific exceptions under the law.
- B. Most information in an employee's personnel file is public information and must be disclosed upon request, except for specific items exempted by law. No information in an employee's personnel file will be communicated to any person or organization except through the Office of the City Secretary.
- C. Upon request, an employee or representative of the employee designated in writing may examine any item contained in the employee's personnel file not exempted by law. When a supervisor of an employee requires access to the official personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the Human Resource Director or City Administrator.
- D. Adverse information is defined as any written report, which would tend to adversely affect one's employment status or possibly prevent an employee from obtaining employment with others in the future. This definition includes but is not limited to reports relating to suspensions, probations and reprimands resulting from some type of employee misconduct.
- E. Department Directors may review employees' official personnel files with their employees during the annual evaluation process each year. The Department Director may request of the City Administrator that any records containing adverse information which are dated at least five full calendar years previously be removed from the Personnel File. The City Administrator has the option to waive the five-year removal stipulation if he/she finds the removal is in the best interest of the City.

2.10 Confidentiality of Medical Record

- A. Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Human Resource Director shall maintain these confidential medical files in a locked cabinet.
- B. Examples of information that may be provided to the City by an employee or the employee's health care provider and maintained in the confidential medical file, include:
 - 1. Notes to justify an absence;
 - 2. Reports to request leave;
 - 3. Documentation to verify the employee's ability to return to work;
 - 4. Medical records to support a claim for sick pay or disability benefits;
 - 5. Copies of insurance records;
 - 6. Workers compensation records;
 - 7. Work related medical history records; and
 - 8. All other applicable medical information.
- C. It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to their Department Director, the Human Resource Director or the City Administrator. When an employee provides information to the Department Director, they are expected to share the information only on an "as needed" basis with other members of management.
- D. In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of other coworkers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a co-workers privacy or breach of confidence.

SECTION 3: STANDARDS OF CONDUCT

3.01 Employee Conduct

- A. Employees of the City of Blanco are entrusted by the citizens to provide quality services. This level of trust creates a special responsibility for the employees. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner that maintains public confidence.
- B. Employees shall strive to always uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Blanco, and shall also strive to meet the following Code of Ethics:
 - 1. Be honest and trustworthy in verbal and written communications and in all professional relationships;

2. Be dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
 3. Be fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity;
 4. Be committed to accomplishing all tasks in a superior way, and abstain from all job behaviors that may tarnish the image of the City;
 5. Recognize that policy decisions are the responsibility of the City Council, and;
 6. Provide the best services to improve the quality of life in the City of Blanco.
- C. This Code of Ethics requires hard work, courage and choices. Employees and citizens will always be better served when a standard Code of Ethics is followed.
- D. Although the standards set forth increase the responsibilities of the Department Directors in supervising their teams, the standards are not intended to define the limit of departmental responsibility in this area, nor do they limit the circumstances under which a Department Director may act to remove, demote, reassign, or otherwise discipline any employee whose conduct is unacceptable.

3.02 Standards of Conduct

A. Personal Conduct

1. City employees are expected to conduct themselves in a mature, responsible manner in their relationships with other City employees and the citizens.
2. Employees shall not conduct themselves either privately or publicly in any manner that will cause a loss of public confidence in the City government or be in any way detrimental to the efficiency of the City government.
3. Employees shall be courteous in their conduct at all times. As a representative of the City, they shall avoid answering questions in a rude or abrupt manner, and shall refrain from publicity using coarse, profane or abusive language at all times.
4. Employees shall not devote any on-duty time to any activity other than City business. Exceptions to this policy are personal emergencies with the consent of the Department Director and/or City Administrator.
5. Employees shall prohibit any conduct, either in connection with City business or of such a public nature that it adversely reflects on the City or the employee's ability to function satisfactorily as a City employee.

B. Employees shall not:

1. Contract with the City with any type of personal business.
2. Accept or solicit, for personal financial gain, any benefit that might reasonably

tend to influence the Employee or appear to influence the Employee to act improperly in the discharge of official duties.

3. Use their official positions improperly to secure unwarranted privileges or exemptions for themselves, relatives, or others. This includes suggestions or influence that the City transacts business with any entity of which they or their relatives are officers, agents, or members or in which they or their relatives have a financial interest.
4. Knowingly provide false or misleading information to their supervisor.
5. Participate in making or influencing any City governmental decision or action in which they know that they have any financial interest.
6. Use or disclose, other than in the performance of their official duties or as may be required by law, confidential information gained in the course of or by reasons of their positions.

C. Conflicts of Interest

1. All City employees and their families are prohibited from having direct or indirect financial interests or transactions that result from information obtained through City employment or because of their City title and position.
2. All City employees and their families are also prohibited from using information obtained directly or indirectly through their employment to further their private interests if such information has not been made available to the general public.
3. Professional persons performing contractual work for the City may not represent privately any client or interest that is now or will in the future have like business with the City.

D. Outside Employment

1. All requests for outside employment must be approved in writing by the appropriate Department Director and the City Administrator. Police Officers should defer to Police Policy 208 regarding Outside Employment.
2. Employees of the City are prohibited from engaging in outside employment or activities not compatible with the satisfactory performance of their regular duties.
3. Employees of the City are prohibited from engaging in outside employment with companies who have current contracts with the City, unless approved by the City Administrator in advance.
4. Employees are prohibited from working outside employment if they are out on Sick Leave, Major Medical Leave or Workers' Compensation, unless approved by the City Administrator in advance.

E. Alcohol and Drug Policy

1. It is the City of Blanco's policy to maintain a safe and healthy work environment for all employees. Therefore, it is the City's policy that the workplace, city-wide, is free from the unlawful manufacture, distribution, dispensation, possession, or use of a drug, or any substance controlled by law. The term, "drug" includes alcoholic beverages as well as illegal inhalants and illegal drugs. Non-narcotic prescription drugs are allowed if employee is able to produce a current (not expired) prescription and the prescription requires that it be taken during working hours. It is specifically the City's policy to prohibit the use of alcohol and the adverse effects from alcohol while on duty. On-duty includes during special events.
2. The City has adopted a policy of "reasonable suspicion" regarding drug testing employees for illicit drug or alcohol use.
 - a. When there is reasonable suspicion to believe that an employee's unsatisfactory behavior or job performance is due to substance abuse or that substance abuse may be a contributing factor, the City Administrator may require a fitness for duty examination
 - b. When there is reasonable suspicion to believe that an employee is under the influence of an illicit drug or alcohol, the City Administrator may require either a fitness for duty examination and/or may require an immediate drug and/or alcohol test.
 - c. If an employee refuses to consent to a fitness for duty examination, or an alcohol or drug screening test, such refusal shall be grounds for termination of employment.
 - d. A positive test result from a fitness for duty examination or alcohol or drug screening test shall be grounds for disciplinary action. Any behavior causing the fitness for duty examination or alcohol or drug screening shall be grounds for disciplinary action up to and including dismissal.
 - e. All employees must refrain from drinking alcohol at least 8 hours prior to their scheduled work time.

F. Arrest, Confinement, and Indictments

1. City employees are subject to disciplinary action up to and including termination and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in detainment, charges being filed, arrest, confinement, indictment, and /or conviction, as well as to acts prohibited by law not resulting in detainment, charges filed, arrest, confinement or indictment.
2. Employees must notify their supervisor and/or Department Director within twenty-four (24) hours if they are detained, arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Failure to report these events in a timely manner may result in immediate termination.

3. At the time the employee's department is made aware of an employee's arrest or conduct constituting an offense, the Department Director shall consult with the City Administrator to determine available options which include, but are not limited to:
 - a. Allowing the employee to return to regular duty with pay;
 - b. Allowing the employee to return to restricted duty with pay;
 - c. Placing the employee on paid administrative leave;
 - d. Placing the employee on unpaid administrative leave; or
 - e. Terminating the employee.
 4. Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are completed, the City Administrator in consultation with the Department Director will decide the status of the employee. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal. Even though charges are reduced or dismissed, the employee may still be subject to disciplinary action up to and including termination.
- G. Exceptions made to any item in Section 3.02 must be approved by the City Administrator in writing and kept on file with the Human Resource Director.

3.03 Attendance

- A. Employees shall be required to be at their place of work in accordance with work schedules established by their department. Employees are expected to be at their workplace or official duty during City business hours or be officially excused by their Department Director. Any Employee who fails to report, is habitually tardy, leaves the workplace without proper authorization or misuses leave may be subject to disciplinary action up to and including termination. All departments shall maintain accurate attendance records.
- B. Whenever an Employee is unable to report to work due to an illness, injury or an emergency, the Employee must contact their supervisor as far in advance as possible prior to their scheduled shift time, and each subsequent day thereafter. Leave time is subject to approval of the Supervisor. The absent Employee is responsible for ensuring that proper advance notice of absence or late arrival is given to their supervisor, in accordance with the department rules. If a voicemail is left, it is the Employee's responsibility to call back to ensure that the message was received. Messages left with non-Supervisory personnel will not be accepted.
- C. Failure to provide proper notification of an absence or lateness, unexcused absences, late arrivals, or early departures from work may result in disciplinary action, up to and including termination.
- D. Any Employee who fails to report to work for three (3) consecutive workdays and fails to notify their supervisor in advance of the reason for the failure to report to work, will be considered to have voluntarily and irrevocably abandoned their

position and resigned from their position at the end of the third (3rd) day.

3.04 Personal Appearance and Grooming

- A. The personal appearance and grooming of our Employees play an important role in the perception that the public citizens have of the City of Blanco. Employees are expected to dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business.
- B. Employees are expected to maintain minimum standards of dress, grooming, and personal hygiene appropriate for the position and job duties and as necessary to protect the safety of the Employees. This policy establishes the foundation for the City's dress code policy.
- C. Business casual attire or a department approved required uniform is to be worn on a daily basis.
- D. In order to maintain a positive public image and to assist Employees in determining what is appropriate, the following items are prohibited or restricted:
 - 1. Shirts that allow a bare midriff;
 - 2. Clothing with obscene messages or that endorse alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
 - 3. Clothing that is dirty, soiled, stained, ripped or tattered;
 - 4. Athletic clothing; and
 - 5. Hair, including facial hair, must always be clean and neatly groomed.
- E. Employees in violation of this policy may be sent home. Under such circumstances Employees may not be paid for work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined up to and including termination of employment for repeated violations.
- F. The City Administrator may make exceptions to this policy when deemed necessary for business reasons. Department Directors or Supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

3.05 Use of City Property

- A. City facilities, equipment, supplies, and other City resources are made available to assist each Employee perform their job duties and not for their personal use. The City, however, recognizes that under certain circumstances the Employee's limited use of City telephones, computers, facsimile, e-mail, copiers, Internet, and similar

resources for personal use may be necessary or beneficial to the City. An Employee that violates this policy, with excessive use of City equipment for private use, shall be subject to disciplinary action up to and including termination. Excessive use is defined as any use that could generate additional expense to the City, decrease customer service internally or externally, or otherwise lower productivity of Employees.

B. City Vehicles

1. It is the policy of the City of Blanco to provide transportation needs, as necessary, for its Employees. City-owned vehicles may be used only for City business, except as otherwise specifically authorized by written departmental policy approved by the City Administrator.
2. Employees assigned a City vehicle will be required to sign a statement indicating that they have read and will comply with the rules and provisions of this policy. Employees who do not comply with the provisions of this policy shall be subject to disciplinary action up to, and including, termination.
3. Take-home vehicles are vehicles owned, leased, or otherwise under care and control of the City of Blanco and are taken home by the Employee after regular working hours in order to respond to City emergencies, posing threats to life and/or property. Any non-compliance with this administrative procedure may result in immediate suspension from the take-home vehicle program and/or possible disciplinary action.
4. Authorization for the use of a City take-home vehicle is the responsibility of the City Administrator. A Department Director may authorize temporary use of a City take-home vehicle for a special assignment or event. An Employee may not take a vehicle more than twenty-five (25) miles from Blanco County for commuting purposes without specific written approval from the City Council.
5. To prolong the life and properly maintain City vehicles, Employees will ensure that their assigned vehicles have sufficient gas, oil, and other fluids to prevent premature failure, and that all tires are kept properly inflated. The Employee, to whom the vehicle is assigned, is responsible for the condition of the vehicle and for ensuring that it continues its scheduled maintenance program. Any problems with the operation of the vehicle should be promptly reported to the Department Director. Said vehicles should be removed from service until the problem can be evaluated and/or corrected.
6. Careless, abusive, negligent, or reckless handling or operation of any City vehicle by any Employee may result in disciplinary action up to and including termination.
7. All vehicle accidents shall be reported to the Department Administrator. All City owned vehicles and equipment involved in an accident shall be examined

by the Department Director prior to returning to service. The Department Director shall determine if further examination or repairs by a specialized technician are necessary before returning a damaged unit to service.

8. Depending on the circumstances, the City of Blanco reserves the rights to limit its liability for personal losses of the Employee in the event of theft of belongings from a City-owned vehicle. Employees are responsible for taking prudent steps to ensure the reasonable security of the vehicle and its contents.
9. The City of Blanco also reserves the right to limit its liability in the event of an accident that is caused by the Employee, depending on the time and circumstances of the accident. Any ticket or fines received by the Employee during their operation of a City-owned vehicle will be the responsibility of the Employee.
10. It is understood that use of a City take-home vehicle for City purposes is unavoidably commingled with a small amount of personal use. However, using a City take-home vehicle for the sole purpose of conducting personal business is prohibited. Take-home vehicles shall not normally be used for personal business. Use of the vehicle for personal stops while on route between work and home are allowed if they do not significantly alter the normal route taken.
11. All vehicles must be operated in a lawful manner and appropriately maintained under the care and control of the assigned Employee. Any non-compliance of this administrative procedure may result in immediate suspension from the take-home vehicle program or disciplinary action up to and including termination.
12. All Employees who drive City vehicles or receive allowances from the City must immediately inform their Department Director in writing, of any past convictions or pending charges from driving while intoxicated, driving under the influence of drugs and/or moving traffic violations.
13. Employees will not use City vehicles to haul or tow anything other than City equipment needed in the performance of their job assignment.
14. Employees will not possess, purchase, or be under the influence of drugs or alcoholic beverages while operating City vehicles or equipment, or private vehicle while performing City duties. Tobacco use is not allowed in any City vehicle at any time.
15. Generally, non-city Employees are not authorized to be passengers. Exceptions may be authorized by City Administrator and the Chief of Police for the Police Department.
16. In no case shall a person other than a City Employee be allowed to drive a City vehicle unless approved by the City Administrator for an authorized use.

17. All operators of City vehicles shall possess a valid Texas driver's license and maintain a satisfactory driving record. They must also possess the appropriate license at all times. Driving records will be periodically examined.
18. Employees who operate City vehicles in the course and scope of their employment must notify their supervisor if and when their driver's license becomes invalid or suspended for any reason.
19. City Employees, while operating City vehicles, are required to remain within the City limits unless conducting official business or commuting to and from work. Any other exception requires approval of the Department Director or City Administrator.
20. All Employees, if involved in any vehicular collision in a City vehicle or in a private vehicle while performing City duties, shall call the appropriate law enforcement agency and contact their Department Director or City Administrator. The Police Chief will be notified so that an accident report can be completed, and an insurance claim can be filed. The Employee will be required to complete a post-accident drug test.
21. Employees are not permitted under any circumstances to operate a city vehicle while performing City duties in situations where the Employee is temporarily unable to operate a vehicle safely or legally, because of illness, medication, or intoxication.
22. Employees whose position requires the operation of a motor vehicle must exercise due diligence to drive safely, wear seat belts, follow all traffic laws, and avoid distractions while driving.

C. Cellular Phones

1. The City may provide cellular phones and services to qualified and approved Employees. The City will maintain a single service provider contract from authorized state, local, or federal cooperative contracts that offer discounted pricing and wide range of service plans. Use of any other service provider or contract for City owned cellular phones and/or services must be justified and approved in writing.
2. The City recognizes that many employees bring personal cell phone to work. The use of personal cell phones during working hours, including those with a texting, camera and/or video playing capability is determined by each Department Director. Employees, who use cell phones to violate City policy, will be subject to disciplinary action, up to and including termination.
3. Employees shall not use a cell phone while operating a motor vehicle, including both making and receiving phone calls and texting. All employees must, when asked by the City, consent to a request to provide the City access to all cell phone and text message records used for City business purposes, on both personal and City issued cell phones. Employees using City-issued cell phones have no

expectation of privacy in cell phone calls, pictures, or text messages on these phones, and this includes City related items on a personal cell phone.

4. Employees with City-issued cell phones are allowed to use City cell phones for personal phone calls. Employees are advised that records related to calls and text messages made and received on City owned cell phones or business calls made on personal cell phones may be deemed public information. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtained through the Texas Public Information Act, except in narrowly defined circumstances.
5. Employees should be aware that cell phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation. Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a city-provided cell phone.

3.06 Computer Use Policy

- A. Use of City computers to access the Internet or electronic mail (i.e., "email") is a privilege not a right. The City provides computers and Internet / email access for the express purpose of conducting City business and performing municipal tasks.
- B. The City may provide computer networks, internet access, instant messaging, email, telephones, cell phones, digital cameras, voice mail, hand-held radios and fax communication systems for use by City employees in the performance of their job duties. These communications devices are referred to collectively in the policy as "electronic communication systems" or "systems." These electronic communication systems are designed to support and enhance the communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City's electronic communication systems. This policy applies to all City employees, volunteers and other affiliates who use the City's electronic communication systems. The City's electronic communication systems access must be used in a professional, responsible, efficient, ethical, and legal manner.
- C. Acceptable uses of the City's electronic communication system are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user's job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material. Users must understand that use of any City-provided, publicly accessible computer network such as the internet, instant messaging and email is a privilege which can be

revoked at any time for violations of this policy.

- D. No Employee or volunteer should have any expectation of privacy or confidentiality when using any City resource, including the City's public and private networks. The City reserves the right to access, intercept, monitor, and review all information accessed, posted, sent, stored, printed, or received through the City's communications systems or equipment at any time.
- E. All City Employees are required to use their city-issued email accounts to conduct City business. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message. If an Employee receives a city email at a private email address, the Employee should immediately forward the email to the Employee's City email address for storage.
- F. Personal passwords are not an assurance of confidentiality. To ensure proper use of its electronic communication systems, the City will monitor their use. Management staff has the ability and will with or without advance notice, monitor and view usage. This includes but is not limited to: employee email, voice mail, instant messages, text messages, information and material transmitted received or stored using City systems and user internet access and usage pattern. This is to ensure that the City's Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.
- G. The person in whose name the City provided Internet, email, or other electronic communication system accounts are issued is responsible at all times for its proper use, regardless of the user's location. Exchanges that occur in the course of conducting City business on the City's electronic communications systems will be considered communications of the City and held to the same standards as formal letters.
- H. Any software or other material, including music, downloaded into a city computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material.
- I. -City Official-or Employee may:
 - 1. Download any software or program onto City computers without the express written authorization of the City Administrator.
 - 2. Use City computers or City-funded internet/email accounts:
 - a. In a manner that neglects the City Official or Employee's assigned duties or interferes in City operations;
 - b. To participate in on-line chat rooms, unless those chat rooms are sponsored by legitimate professional organizations relevant to municipal government, and such participation is approved in advance by the City Administrator;

- c. To invite an Employee on a date or make sexual propositions of Employees; to harass or otherwise interfere with a City Employee. This prohibition includes but is not limited to harassment stemming from an Employee's race, ethnicity, color, gender, age, or marital status;
- d. To send or distribute off-color jokes, articles or stories that are lewd, and a reasonable person would find them to be offensive;
- e. To send or distribute worms or viruses;
- f. To send threatening messages to any other person or institution;
- g. Use City computers or City-funded internet/email accounts to view, download, or distribute pornographic material, including obscene images or text;
- h. To disclose, release or otherwise transmit confidential or privileged information belonging to the City without the express permission of the City Administrator;
- i. To store personal information (i.e., that information not directly related to City business). City Officials and Employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet/email accounts;
- j. To delete or remove programs installed by the City or delete data prepared by or for the City that is related to City business;
- k. To operate a private business, do work for another employer, or conduct political campaigns. This prohibition does not apply to the preparation and generation of election notices and related documents required by law; and
- l. To violate another person's privacy, perform an illicit act, or commit a crime.

3.07 Social Media Policy

- A. This Policy addresses the responsibility of **all** Employees with regard to their personal use of social media. This policy also outlines the protocol and procedure for Employee and volunteer use of social media to disseminate public information and/or promote special events, programs, and services on the behalf of the City of Blanco.
- B. An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging,

internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that an employee's communications not only reflect positively on the employees as an individual, but also on the City.

- C. This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action up to and including termination. The City provides an effective system for employee complaints "off-line" through the "General Complaint and Grievance" policy without resorting to social media.

D. Definition

1. For purposes of this policy, "social media" shall mean the use of technology in combination with electronic social networks of any type. Social media sites may include, but not be limited to, Facebook, Twitter, LinkedIn, Instagram, MySpace, YouTube, blogs, Wikis, chat rooms, Snap Chat, and on-line forums, bulletin boards, journals and diaries.
2. Social media also includes official City of Blanco websites and all forms of on-line community sites that are established and maintained by the City of Blanco.
3. Social media activity includes but not limited to texting, blogging, instant messaging, the posting of videos on YouTube and similar media, and posting, and other actions involving technology and social media sites. The term "Employee", in this section, shall mean a full-time, part-time, or contract Employee or volunteer of the City.

- E. Coverage: This policy applies to all City departments and all Employees.

F. Employee Personal Use of Social Media

1. The lines between public and private, personal and professional can become blurred in on-line social networks. With that in mind, below are guidelines for social media use by City while off duty.
2. Posting of confidential information may violate State law and subject the user to criminal penalty.
3. Personal use of social media while off duty must not interfere with or conflict with the Employee's duties or job performance, utilize the Employee status as a City Employee to bolster his opinion or violate any City policy. Employees are encouraged to act responsibly while off duty and to exercise good judgment when using social media.
4. Employees shall consider the following guidelines for personal use of social media whether on-duty or off-duty:

- a. Respect co-workers and the City. Do not post any confidential information obtained through employment with the City and/or pictures on the Internet that may defame, embarrass, insult, demean or damage the reputation of the City or any of its Employees.
- b. Do not post any information and/or pictures that may constitute violation of any City policy.
- c. The City may require removal of any material that is disruptive to the workplace or impairs the mission of the City.
- d. The City has vested interest in protecting its confidential information and in encouraging Employees to engage in communication with people outside the City that not only reflects positively on the Employee as an individual, but also on the City.
- e. If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.
- f. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Employees should recognize that postings on your social media site, even if done off premises and while off duty, could have an adverse effect on the City's legitimate business interests.
- g. Employees shall not put anything on social media that may constitute violation of the City's Harassment Policy. Employees may not post any pornographic pictures of any type on social media. Employees must be mindful that the City's harassment policy covers both work and non-work time, including posting on social media sites.
- h. Employees may not post pictures of themselves or others on social media site containing images of City uniforms or insignia, City logos, City equipment or City work sites unless authorized in advance by the City Administrator.
- i. Employees shall not post information on social media that could adversely impact the City and/or an employee of the City. Employees shall not post any comment on social media that interferes with the duties of other employees or the mission of any department within the City.
- j. Employees shall immediately remove postings violating this policy, even when placed by others on your social media site. Failure to remove the postings or posting in violation of this policy may result in discipline up to and including termination.
- k. Employees who see violations of this policy on other employee's social media posts shall immediately notify their Department Director and Human Resource Director in writing of the violation. Failure to notify the Department Director and Human Resource Director shall be grounds for disciplinary action.

G. Use of Social-Media On Duty

1. The City of Blanco permits the use of social media while on duty for the sole purpose of conducting City business and only with Department Director approval.
2. All communication representing the City through social media outlets should remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing, or poorly worded postings may be harmful to the City's reputation or violate City policy.
3. Employees bear full responsibility for the material they post on social media sites. Inappropriate usage of social media can be grounds for disciplinary actions, up to and including termination.
4. Public messages relating to the City of Blanco activities on social media sites and/or any messages that might act as the "voice" or attempt to reflect the views of the City of Blanco must be approved by the City Administrator or Mayor. Public messages regarding law enforcement and safety must be approved by the Chief of Police.
5. Employees shall not ignore copyright laws, cite, or reference sources inaccurately. Media inquiries generated on social media sites should be referred to the City Secretary.

H. Official Social Media Sites

1. Official social media sites representing the City of Blanco will be the property of the City of Blanco. All social media sites and email accounts shall be established by the City Secretary. The City Secretary shall be responsible for the technical oversight of the City of Blanco's social media formats to include:
 - a. Establishing social media sites and related emails accounts.
 - b. Maintaining a list of social media domains, account logins and passwords and changing passwords.
 - c. Social media formats must meet one or both of the following purposes:
 1. Provide residents of Blanco information about City events, activities, and issues; and/ or
 2. Promote the positive aspect of the City of Blanco to those in and outside the community.
3. The official social media sites shall provide transparency for activities and programs of the City of Blanco. The City's official website, www.cityofblanco.com, will remain the primary location for Internet content

regarding City business, services, and events.

4. Whenever possible, links within social media formats should direct users back to the City's website for more information, forms, documents, or on-line services necessary to conduct business with the City of Blanco.
5. All social media accounts shall be set up to maintain all public documents in accordance with applicable Texas Public Information Act and Federal laws.

I. Enforcement

1. Violations of this policy may result in immediate revocation of any or all electronic communications access and user privileges and may be grounds for disciplinary action up to and including termination. Certain violations could result in civil or criminal liabilities for the user. Individual Supervisors do not have the authority to make exceptions to this policy.
2. All social media access and use involving City equipment and resources are subject to the City's Internet, Intranet, and email use policy.
3. The City urges Employees to report any violations or possible perceived violations to their Supervisor or Department Director. Violations include discussions of the City and its Employees and patrons, any discussion of personal information and any unlawful activity related to blogging or social networking.

3.08 Acceptance of Gifts

- A. A gift is an economic gain or economic advantage to an Employee or to a relative of an Employee. The purpose of laws and policies governing gifts to public Employees is to regulate attempts to influence the Employees to use their authority or discretion to the advantage of the person making the gift. The Mayor and City Administrator may accept gifts to the City and issue acknowledgements on behalf of the City.
- B. Employees can only accept gifts when in compliance with Federal and State laws and this policy.
- C. It is a crime for a public employee to agree to make a decision in return for payment or receipt of some other benefit.
- D. Employees may not accept gifts, favors, services or promises of future employment that could relate to, or influence the performance of the Employee's official duties.
- E. Employees may not use their position to gain special privileges or benefits and are to avoid participating financially in any business enterprise, which might influence their official decisions and judgments.
- F. Employees may not hold any position with any business enterprise or governmental

unit, which would conflict with the proper performance of the Employee's duties or responsibilities.

- G. City employees and their families are prohibited from accepting gifts, gratuities, favors, entertainment, loans, or anything else of monetary value arising out of their duties as City employees, from any person who has or will obtain contractual or other business with the City, as well as those who conduct operations that are regulated by the City.
- H. Exceptions to this policy are awards presented for meritorious public contributions or achievements given through charitable, religious, professional, or non-profit social or recreational organizations.
- I. A token gift exceeding the amount of \$50 in value presented as a sincere thank you for services rendered will become the property of the Department or City as a whole. Department Directors will be held accountable to the City Administrator to ensure that this policy is strictly enforced.

SECTION 4: SALARY ADMINISTRATION

The City of Blanco's compensation policies have been designed to provide guidelines for ensuring fair and equitable practices and to maintain compliance with the Fair Labor Standards Act (FLSA). The City Administrator, with the approval of City Council, will establish a Personnel Pay Plan that outlines compensation by salary ranges. The pay plan will be established in accordance with budgeted funds and established annually by the City Council through the annual budget adoption process.

4.01 Pay System & Job Classifications

- A. Regular full-time and part-time City positions are classified according to the duties, responsibilities and requirements of the job. Each job is assigned a salary schedule designation.
- B. The City Administrator may appoint a person to a non-budgeted position on a temporary basis not to exceed ninety (90) days pending approval of a budgeted position by the City Council.
- C. The City Administrator may also appoint a person to double fill a budgeted position if at his/her discretion the double fill is necessary to meet the obligations of the Department.
- D. Salaries, which are outside of the salary range, will require approval of the City Administrator and City Council confirmation.
- E. Job descriptions for regular positions are created by the Department Directors through the City Administrator and are statements of general duties, responsibilities and job requirements of the various positions within the City.
- F. Job descriptions will be updated by the Department Director on a regular or on an as

needed basis. Updated descriptions will be submitted to the City Administrator for final approval.

4.02 Salary Administration

All Employees serve an initial twelve (12) month probationary period, which at the City's discretion, may be extended for a period not to exceed eighteen (18) months. Termination of employment during this probationary period is final with no appeal.

A. Probationary Employment

1. Each new Employee is placed into a probationary status until the Employee completes the probationary period. The probationary period allows the Supervisor or Department Director an opportunity to evaluate, train, coach, and observe the Employee's ability to perform assigned duties.
2. Throughout the probationary period, the Supervisor shall communicate and document the provisional Employee's progress in his/her performance. If the Employee's performance meets expected levels, they complete their probation after twelve (12) months, subject to review and approval of the City Administrator.
3. If the Employee's performance during the probationary period is less than satisfactory, the probationary period may, at the discretion of the City Administrator on recommendation of the Supervisor and the Department Director, be extended up to six (6) additional months.
4. At any time during the probationary period an Employee may be dismissed without further recourse by the City Administrator. Even after completing the probationary period, an Employee's employment with the City remains at-will in nature.

B. Full-Time Employee

A full-time Employee is defined as an Employee who works an average of forty (40) hours a week or two thousand-eighty (2,080) hours annually. Such Employees are eligible for all City benefits. Full-time Employees are further classified in one of the following categories:

1. **Exempt Employees:** Certain Employees, due to their position title and responsibilities, are exempt from the minimum wage and overtime provisions of the FLSA. Exempt Employees primarily include those individuals occupying a bona fide executive, administrative, and/or professional position under the FLSA. All positions are evaluated to ensure accurate classifications and may be re-evaluated as necessary to ensure the position is classified appropriately.

2. Non-Exempt Employees: An Employee covered by overtime provisions of the FLSA. Non-exempt Employees include hourly Employees and some non-exempt Employees may receive overtime. Time and one-half is used in calculating overtime in situations where the actual hours worked exceed forty (40) hours in a seven (7) day work period.

C. Part-Time Employee

1. A part-time Employee is defined as an Employee who normally works less than an average of forty (40) hours per week on a continuous basis.
2. Part-time Employees are eligible for annual performance evaluations but are not eligible for any City benefits except those required by law, or as approved by the City Administrator or City Council.

D. Temporary Employee

1. A temporary/seasonal Employee is defined as an Employee who, regardless of the number of hours worked per week, will not exceed nine hundred ninety-nine (999) hours in a calendar year and may only work periodically for a specific season or time- period.
2. These Employees are not eligible for any City benefits, except those required by law, and are required to re-apply each successive year for continued employment consideration.

4.03 Work Schedules

- A. All Department Directors will fill out time records on themselves and their employees for each pay period and submit them to the Finance Department. Department Director's time records must be approved by the City Administrator. Department Directors need to maintain regular office hours in order to be available to the citizens of Blanco. Any scheduled days off shall be pre-approved by the City Administrator.
- B. Employees in all City Departments (except for the Police Department) will observe a seven (7) day, forty (40) hour work period before overtime is incurred for non-exempt Employees. The Police Department will observe a fourteen (14) day, eighty-four (84) hour work schedule before any overtime is incurred. The work week begins at 12:00 a.m. Monday and ends 12:00 p.m. Sunday which consists of seven (7) consecutive twenty-four (24) hour periods.
- C. Each Department Director is responsible for exercising adequate supervision to ensure that Employees are complying with each established work schedules and that unscheduled work is performed only in bona fide emergencies. The Department Director is responsible for controlling start and stop times and all work hours. If an Employee starts work early or works late and the time for either period is seven (7) minutes or less, then that time is considered incidental and will not require compensation. Overtime will begin the eighth (8th) minute and will be calculated in fifteen (15) minute intervals.

- D. It is the Employee's responsibility to comply with department work schedules and to avoid work that is unscheduled or unauthorized.
- E. While many City services are provided on a twenty-four (24) hour basis, seven (7) days per week, the City has established its core business hours as 8:00 a.m. to 5:00 p.m. Monday through Friday.

4.04 Overtime

- A. Overtime is defined as hours worked in excess of the allowable number of hours per work period under the Fair Labor Standard Act (FLSA). The preferable method to limit overtime compensation is to schedule equal time off for the employee during the same work period in which the extra hours were worked.
- B. Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without additional compensation. The salaries of these positions are established with this assumption in mind. Extra hours worked by executive, administrative, and professional employees may be used as a factor in granting flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.
- C. Work Schedules for Exempt Employees: Exempt Employees work at the discretion of their Department Director and may be required to work hours in excess of the normal work week. Exempt positions are not eligible for overtime payment. Therefore, the Department Director may define the work hours and hold the Employee accountable to a specified schedule without affecting the exempt status under the FLSA.
- D. Work Periods for Non-Exempt Employees: Non-exempt Employees in all City departments will observe a forty (40) hour workweek. For the purpose of calculating overtime, the work week begins on Monday at 12:00 a.m. (midnight) and ends on Sunday at 11:59 p.m., except for police personnel.
 - 1. Non-exempt Employee positions shall record each workday separately with respect to hours worked.
 - 2. Any hours worked outside of a normal work week schedule must be recorded on the time clock applicable to each workday.
 - 3. All overtime must be approved by the Employee's Department Director. Non-exempt employees in the Police Department will work overtime as required due to calls for service.
 - 4. If an Employee leaves work/work site periodically during the day for personal reasons, the Employee shall reflect the lost time on their time sheet (i.e. vacation, sick leave, etc.).
- E. City of Blanco Police Officers observe a fourteen (14) day work cycle for the

purpose of calculating overtime. Police Officers work on twelve (12) hour shifts that are scheduled by the Department Director/Chief of Police. Eighty-four (84) hours must be met in the fourteen (14) day work cycle before overtime is earned.

- F. All Employees may be required to work overtime when necessary as determined by Department Directors or the City Administrator. All overtime worked by a non-exempt Employee must be pre-approved. Specific overtime assignments shall be rotated and allocated as evenly as possible among Employees qualified to do the work. Employees are expected to respond to a reasonable request to work overtime and may be subject to disciplinary action for failing to stay or report overtime work.
- G. Any overtime work performed outside of a non-exempt Employee's normal work week must be promptly recorded and documented for purposes of maintaining an accurate payroll as set out below. Overtime must be recorded and approved on the time sheet. Hours must be recorded in increments of .25 (i.e. 25, .50, or .75).
- H. Employees who work overtime without authorization are subject to disciplinary action, up to and including termination.
- I. By issuing an Employee a cell phone, laptop, or any similar remote access device, the City does not give such Employee permission to work outside of normal work week schedule and any overtime work involving such equipment also must be approved in advance for non-exempt Employees.
- J. Non-exempt Employees (excluding Police Officers) shall receive overtime at the rate of one and one-half hours for each hour of time actually worked, including Holiday and Vacation time, in excess of 40 hours in a work week. Overtime may be compensated as an overtime payment (see 4.04 Overtime Pay Procedures). Vacation time and holiday time count towards hours worked for overtime purposes. Sick and other paid time off do not count toward hours worked for overtime purposes.
- K. Police Officers will be paid at the rate of one and one-half times the regular rate for each hour working in excess of 84 hours in their 14 day pay period. Overtime may be compensated as an overtime payment (see 4.04 Overtime Pay Procedures). Vacation time counts towards hours worked for overtime purposes. Holiday, Sick and other paid time off do not count toward hours worked for overtime purposes for Police Officers.

4.05 Pay Procedures

A. Bi-Weekly Payroll

1. The City of Blanco operates on a bi-weekly payroll system. Paystubs will be available on Friday at 10:00 a.m. the day that payroll is processed. Employees will be paid every other Friday. Timesheets must be turned in on the Monday of the week following the end of each pay period. Pay shall reflect the two (2) weeks prior to the Monday that timesheets are due (ex. Pay for the 14th of the month (if the 14th is a Friday) is on the twenty-first (21st) of the same month).

2. Paychecks shall not be given to third parties without the express written authorization of the affected Employee or as required by State law.
3. All employees are required to have their paychecks direct deposited.

B. Errors in Pay

1. It is the Employee's responsibility to notify the Finance Department immediately if the Employee detects errors in a paycheck. This includes over and under payments, errors in deductions, and other information that would cause a discrepancy in the net or gross income of the Employee.
2. If an error occurs, which results in an overpayment to an Employee, the Employee will be required to reimburse the overpayment to the City. If the error results in underpayment, the City will rectify the problem as soon as possible, or no later than the next regularly scheduled pay period.

C. Overtime Calculations

1. It is the Employee's responsibility to notify the Finance Department immediately if the Employee detects errors in a paycheck. This includes over and under payments, errors in deductions, and other information that would cause a discrepancy in the net or gross income of the Employee.
2. Non-exempt employees (excluding Police Officers): Overtime is defined as those hours actually worked. Sick days and other paid leave are NOT counted as hours worked by non-exempt employees during any FLSA-defined work week, which exceed 40 hours specified for such workweek.
3. Overtime will not be paid or accrued until the allowable number of hours worked has been surpassed for a given workweek regardless of the daily schedule of an eligible Employee. All non-exempt Employees who are directed to work after completing work beyond the normal 40-hour schedule will be paid overtime pay.
4. Police Officers: Overtime is defined as those hours actually worked (vacation days holidays, sick and other paid leave are NOT counted as hours worked) by non-exempt employees during any FLSA-defined work week, which exceeds 84 hours in a 14-day cycle for Police Officers. Overtime will not be paid or accrued until the allowable number of hours worked has been surpassed for a given workweek regardless of the daily schedule of an eligible Employee. All non-exempt Police Officers who are directed to work after completing work beyond the normal 84-hour schedule will be paid overtime pay.

4.06 Time and Pay for On-Call, Callback and Call Out

A. On Call

1. On-Call time is not considered time worked and is not compensable at the Employee's regular hourly rate of pay as allowed by law. On-call time is the time outside of regularly scheduled working hours when an Employee is assigned to be available for callback. The Employee is free to pursue personal activities but must respond to summons (telephone/radio) within designated guidelines determined by the Department Director.
2. Employees must abide by the guidelines set out in the Drug-Free and Alcohol-Free Workplace Policy of this manual during On-Call time. An Employee may receive a stipend at the rate determined for On-Call availability.

B. Call Back

1. Callback time is generally defined as the time the City requires an "on-call" Employee to return to work on an unscheduled or emergency basis to work outside of the Employee's regularly scheduled work hours.
2. There are times when the "on call" employee must call in another employee with a particular expertise to fix an issue. This person is also considered to be on "call back" under this policy. The time that a non-exempt "on-call" Employee is assigned to "call back" time will be considered as hours worked if during that time the Employee is required to perform the Employee's regular duties.
3. When an Employee is on "on-call" status and is called to work, compensation will be given to the Employee as defined below:
 - a. Return to the Employee's usual place of work: anytime worked less than two (2) hours, will still be deemed as two (2) hours of work, in accordance with the Fair Labor Standards Act.
 - b. Remain near a telephone at a fixed location.
 - c. Departments can make their own policies concerning what positions will be mandated for "on-call" duty and what the length of response time must be for Employees to return to the work site. If "call back" time results in overtime hours, the Employee shall inform their Supervisor on the next business day.

C. Call Out

1. Non-exempt Employees called back to work shall be paid at the rate of one and- one- half times the regular rate of pay for the time worked, with a minimum of two (2) hours of pay.

2. When a call out runs into the normal workday, a non-exempt Employee's pay would change to straight time. "Call-Out" hours are considered hours worked and can result in overtime pay being accrued.

4.07 Step-Up Pay, Certification and License Pays

A. Step-Up Pay

1. When an Employee is temporarily (more than two (2) weeks) assigned their duties and responsibilities of a higher classification, that Employee may receive additional compensation if the assignment exceeds fourteen (14) working days.
2. The rate of pay will be determined by the City Administrator and shall not exceed the range or position the Employee is assuming.

B. Certification and License Pay

1. It is the policy of the City of Blanco to encourage its Employees to participate in advanced training. Levels of training and certification for that training should be recognized. To properly compensate those Employees who achieve required levels of certification and/or licenses, an employee may request certification or license pay from their supervisor who will present the issue to the City Administrator for review.
2. It is the Employee's responsibility to notify their supervisor and provide documentation when they obtain a higher certification or education level, or if the certification or assignment pay no longer applies to their position. The Supervisor will then notify the City Administrator.

4.08 Travel Time

- A. Commute Time:** Travel time at the beginning or end of the workday is not compensable. Generally, an Employee is not at work until they reach the work site. This includes travel to offsite locations where the Employee may have a temporary assigned workplace. However, if a non-exempt Employee is required to report to work to pick up materials, equipment, or other Employees, or to receive instructions prior to traveling to the worksite, then the time from the worksite to the final destination is compensable.
- B. Overnight Travel:** When overnight travel is required by the City, time for the travel shall be reimbursed as required by the Fair Labor Standards Act. Travel time during the regular workday necessitated by job duties shall be compensated. If an Employee has a question regarding how travel time will be compensated, the Employee should consult the City Administrator before travel.

- C. **Per Diem, Expenses for Travel:** An Employee who is required to travel outside the City limits on City business in the Employee's own vehicle shall be reimbursed for mileage at the IRS reimbursement rate. Lodging or air travel, if needed, shall be approved by the City Administrator in advance of the trip. Costs for meal expenses and incidentals shall be paid based on receipts submitted but should in no case exceed the IRS per diem rate for United States travel unless written approval is sought and received from the City Administrator. All mileage numbers and receipts shall be submitted to the Finance Director within five (5) business days of the return of the Employee from travel. No expenses shall be reimbursed without a valid receipt. The use of airline miles shall not be reimbursed.

4.09 Employee Performance and Development System

- A. The performance evaluation is a measurement of an employee's work performance over a period of time. The performance evaluation is also a developmental tool that is used as a means for the Supervisor to communicate to the Employee essential job factors, skills, expectations, and at what level the Employee should be performing.
- B. The City will evaluate Employees at least annually. This evaluation will include a discussion between the Employee and the Employee's immediate Supervisor to determine goals and evaluate progress toward better performance and personal development.
- C. Performance evaluation results are used in determining merit increases and promotions. An Employee's immediate Supervisor will complete written performance evaluations with final written approval by the City Administrator. Employees will sign and be given a copy of the evaluation prepared by their supervisor.
- D. Salary increases may be given to reward individual performance are subject to budgetary guidelines established by the City Council.
- E. All full-time and part-time Employees shall be evaluated based upon a performance plan, to include the City's guiding values, mandatory job factors, and/or leadership and other criteria developed by the Supervisor and the Employee. Employees hired during the last quarter of the fiscal year will not be eligible for a merit increase until the annual review the following year or completion of the probationary period, if appropriate.
- F. An Employee receiving a "Marginal" rating on their annual evaluation will not receive an adjustment to pay and will be placed on a Performance Improvement Plan and given ninety (90) days to improve.
- G. If at the end of the ninety (90) day period, the Employee's performance improves to "Proficient", the Employee will continue employment with the City and may be eligible to receive an adjustment from the date of the "Proficient" rating.
 - 1. The Employee's next evaluation will be on the next common review date and

may be eligible for an adjustment based on performance for the entire previous twelve (12) months.

2. Upon the re-evaluation, if performance is still rated as "Marginal" the Employee is subject to disciplinary action, up to and including termination, in accordance with direction provided by this policy and the City Administrator.
- H. Performance Improvement Plan: Employees may be disciplined for conduct or performance or a combination of the two (2). At any time, if an employee's performance falls below expected levels the Employee may be placed on a Performance Improvement Plan and give ninety (90) days to improve. If at the end of the ninety (90) day period, the Employee receives a rating that is below "Proficient", the Employee is subject to disciplinary action, up to and including termination, in accordance with directions provided by this policy and the City Administrator.
- I. If an Employee is out on approved leave of absence, including but not necessarily limited to, leave due to an on-the-job injury, FMLA leave, or military leave, then the Employee shall be evaluated based on their performance while at work. However, merit pay will be based on the evaluation rating, as if the Employee were at work the entire evaluation period. If an Employee is out the entire evaluation period, then the Supervisor will use the previous evaluation period rating. Any salary increase shall occur on the effective date of the change.

4.10 Pay Plan, Compensation Guidelines and Job Descriptions

- A. The City's compensation program will provide compensation opportunities (career opportunities, benefits, etc.) that are a blend of those offered by its competitors. Each job classification in the City will be assigned to the pay structure and will have a pay grade defined by the minimum and maximum dollar limits. The pay grade defines the pay opportunities for the job.
- B. Pay structures shall be reviewed periodically to reflect the City's changing competitive position, economic conditions, and compensation objectives; and shall be subject to the budgetary guidelines established by the City Council.
- C. The City Council shall establish the pay plan annually during the budget process, which includes compensation and salary structure recommendations made by the City Administrator. One of the functions of the budget process is to consider the competing priorities for limited revenue resources. It may be determined that the City's current financial status cannot support the total cost. Conversely, in a positive financial condition, the City may consider increasing the percentages allotted. The financial status will affect both structure adjustments and individual salaries during any future fiscal years.
- D. When any salary structure is adjusted, the Employee's salary will be adjusted in order to maintain the Employee's position in the structure. In addition, the

Employee may receive a budgeted merit increase. Conversely, if the City's financial status cannot support a structure adjustment and a merit increase in the same year, the City may elect to adjust the structure one (1) year and in the following year provide a merit increase to Employees with no structure adjustments or may elect to maintain the current pay structure until conditions change.

- E. Each position in the City has a salary range defined by minimum and maximum salary limits and a midpoint. The salary range defines the pay opportunities for the job. The salary ranges and midpoints are to be reviewed and revised to reflect changing competitive positions, economic conditions and compensation objectives.
- F. Employees shall not be paid less than the minimum of the pay grade established for their position and increases shall not provide for Employee salaries to exceed the maximum of the pay range for their position. The midpoint of the range is equivalent to the average salary paid in the market, with the basic compensation philosophy that an Employee should be at or near the midpoint of the range when he or she has attained three (3) years of tenure in the position.
- G. Employees whose salary is at or above the maximum of their pay grade will be "frozen" until the structure "catches up" with the individual's rate of pay.
- H. The job description provides a general summary of the purpose, essential job duties, responsibilities, and requirements of a position. It is not intended to be a comprehensive listing of all tasks associated with the position nor an implied contract between the City and the Employee. Job descriptions are required for all positions. The main objectives of the job description are:
 - 1. To serve as a means of communication between the Supervisor and the Employee to clarify the responsibilities and expectations for the job;
 - 2. To serve as the main resource to determine the salary range;
 - 3. To service as the basis for the annual performance appraisal; and
 - 4. To identify minimum qualifications and applied skills, essential job functions, as well as knowledge and ability for the purpose of recruitment, selection, promotion and training.
- I. Employees are hired on the assumption that each Employee will "perform other work-related duties as required" that may not be specifically spelled out in their job description.

4.11 Promotions

- A. A promotion is defined as the assumption of job duties and responsibilities that are higher in character and scope than the previous job. A promotion occurs when the new job is of a higher salary range than the prior job and is accompanied by a job title change.
- B. It is the policy of the City to encourage and provide opportunities for promotion. Each Employee is responsible for monitoring vacancies and is encouraged to apply

for vacant positions, in which the Employee is interested in and for which he/she is qualified.

- C. When a non-exempt Employee is promoted to an exempt employment status, the Employee shall have the compensatory time balance cashed out prior to the effective date of the promotion. Payment shall be made at the Employee's rate of pay on the effective date of the cash out.
- D. If any Employee is promoted, the resulting salary increase shall be at least an amount sufficient to reach the minimum salary range for the new job. If the current rate of pay is more than the maximum rate of pay for the new classification, then the pay shall remain the same.
- E. Promotions shall follow the same probationary period requirements in Section 4.02. If the Employee fails to meet the established performance standards, the employee may return to the Employee's previous position or a similar position, if a position is available, at the pay the Employee was receiving immediately preceding the promotion.
- F. Part-time Employees promoting into a regular full-time position will use the new start date in their full-time position as their accrual date for benefits.

4.12 Lateral Transfers

A lateral transfer is movement from one position to another position within the same pay range. In the event an incumbent is transferred, whether voluntary or involuntary, to a position with the same pay range, the incumbent shall remain at the same salary. A lateral transfer will follow the same probationary period requirements in Section 4.02.

4.13 Demotions

A demotion occurs when an Employee moves from one job position to a position of a lower salary range and therefore, may result in a lower salary based on the minimum and maximum of the salary range for the **new** position.

4.14 Reorganization

An Employee may be transferred, have a job title change, or have a salary increase or decrease due to a department or City-wide reorganization.

4.15 Reduction-In-Force

From time- to- time economic conditions or the changing staffing needs of the City create situations, which may require a reduction in force or layoff from specific positions.

SECTION 5: EMPLOYEE BENEFITS AND SERVICES

The City of Blanco provides a benefits program for its full-time Employees. The actual terms of

coverage are as described in the individual summary plan documents, and the summary provided below is only to inform Employees of the general benefits and procedures in a more concise manner. The terms of coverage are subject to periodic revision. All benefit guides and plan summaries can be obtained through the City Secretary.

5.01 Enrollment and Plan Year

Full time Employees are eligible for health and dental benefits and will be advised of group medical plans, dependent coverage availability, as well as current premium costs, during orientation. Employees and their eligible dependents will be covered on the first of the month following sixty (60) days of employment (per the Affordable Care Act). Group health plans are reviewed yearly, Employees will be notified when any changes are made. Premiums for group and voluntary plans are deducted bi-weekly from the Employee's paycheck.

5.02 Texas Municipal Retirement System (TMRS), Social Security and Medicare

The City of Blanco participates in the Texas Municipal Retirement System (TMRS), Social Security and Medicare. All costs for these programs will be deducted from the Employees paycheck each payday throughout the year.

5.03 Workers Compensation

- A. The City provides workers compensation coverage to all Employees for job related injuries or occupational illnesses suffered by the Employee while acting in the course and scope of their position.
- B. If an Employee sustains a job-related injury, the injury is to be reported immediately to the Employee's Supervisor or Department Director by the injured Employee and any Employee that aids the injured Employee.
- C. A first report of Injury Form is also to be immediately completed. To the extent provided by State law, worker's compensation insurance will cover medical expenses for treatment of such job-related injuries. For the medical expenses to be paid, the Employee must follow the appropriate guidelines issues by the worker's compensation carrier.
- D. EMPLOYEES SHOULD NEVER PAY FOR TREATMENT OR PRESCRIPTIONS ASSOCIATED WITH THE INJURY.**
- E. EMPLOYEES SHOULD NEVER USE THEIR PERSONAL INSURANCE CARD FOR A WORK-RELATED INJURY.**
- F. Administrative leave will be provided for the first seven (7) days for a worker injured in the course and scope of employment.
 - 1. Once the Employee misses seven (7) calendar days, the injured Employee becomes eligible for temporary income benefits as required but the Texas

Worker's Compensation Act.

2. Temporary income benefits are approximately seventy percent (70%) of an Employee's average wage during the previous thirteen (13) weeks.
3. If absence is due to a serious health condition, the worker's compensation leave will run concurrently with Family and Medical Leave. After seven (7) calendar days of missed work the Employee may be eligible for wage continuation payments.
4. If an Employee is absent due to an on- the- job injury or illness, the injured or ill Employee will continue to accrue sick and vacation leave benefits for the first three (3) months of the injury or illness. Accruals will cease after three (3) months and until the Employee returns to work.

5.04 Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) became effective on April 7, 1986. Through COBRA, the City of Blanco Employees and their dependents, which are currently enrolled in qualified group benefits, are afforded an opportunity to extend those benefits at one- hundred percent (100%) of the established monthly premium (subject to change from time to time) in situations by which the benefits coverage would otherwise end. The length of COBRA varies depending on the nature of the qualifying event but could range between eighteen (18) to thirty-six (36) months.

5.05 Tuition Reimbursement Program

- A. The Tuition Reimbursement Program is provided for eligible full-time Employees to supplement the cost of obtaining degrees that will help them in their current job or in future jobs with the City. The Human Resources Department will administer the program and review all reimbursement applications.
- B. Full-time Employees in good standing, who have completed two (2) years of employments with the City, are eligible to apply for tuition reimbursement.
- C. This policy shall apply to degree related programs only from an accredited college, university, or technical school and will cover associate degrees, undergraduate bachelor's degrees and master's degrees. Employees will be limited to one (1) degree per level (i.e. bachelors, masters).
- D. The courses and/or degree programs must relate to the Employee's current positions, or to career paths with the City that they may be reasonably following in the near future.
- E. Employees are responsible for scheduling classes that will not conflict with their work schedule. The Department Director has the option of altering the Employee's work schedule if special circumstances are warranted.

- F. Employees shall not be permitted to attend courses under this educational reimbursement program during work hours unless authorized by the City Administrator. Employees attending courses under this educational reimbursement program shall not be compensated for their course work as hours worked.
- G. The City shall reimburse the Employee the cost of tuition, lab fees, books, and other mandatory fees for courses directly related to their degree plan. Reimbursements shall not include miscellaneous expenses such as late fees, travel expenses, parking fees, finance fees, health center fees, etc.
- H. Employees must earn a grade of "C" or better in undergraduate classes and a "B" or better in graduate classes to receive this benefit. It is not the policy of the City to reimburse the cost of tuition and fees for any individual who is receiving or is eligible to receive assistance from such sources as scholarships or grants.
- I. The availability of tuition reimbursement is subject to City Council approved funding levels. The total amount of annual tuition reimbursement will be established annually, as part of the budget process based upon anticipated participation and available funding. The training needs of the department as a whole will be considered before individual requests for tuition reimbursement are added to the budget.
- J. Requirements for continued service with the City after course completion are an assurance that the City will benefit from Employee participation in the program. If an Employee leaves City employment for any reason before a service requirement is completed, the Employee must repay the City half of the tuition that was paid to the Employee.
 - 1. A one (1) year service requirement begins on the reimbursement check date. A separate one (1) year service requirement must be completed for each reimbursement made to the Employee.
 - 2. A service requirement is not an assurance of continued employment by the City.
 - 3. If a termination of employment occurs (voluntary or involuntary) and the Employee owes a repayment amount, and the Employee does not otherwise repay the amount, the Employee agrees to have the repayment amount deducted from the Employee's paychecks that are issued after the termination decision occurs, as allowed by law.
- K. To begin participation in the Tuition Reimbursement Program, Employees must notify their Department Director in writing by submitting a completed application for the program with proper signatures along with a degree plan from the school and tuition dollar estimate in time for the budget preparation workshop for the next fiscal year. All paperwork must then be forwarded to the Human Resource Director. This must be done each year for all classes to be taken in the next fiscal year.
 - 1. To be considered for reimbursement, the course must be on the approved degree

plan.

2. Upon completion of a class, the Employee must attach a copy of the tuition receipt and a grade report, obtain the necessary signatures and forward the documents to Human Resources within forty-five (45) days of the completion of class. After reviewing the documents, they will be forwarded to the Finance Department for processing.
3. The Employee must sign a tuition repayment agreement before the check is released. Requests for reimbursement received more than forty-five (45) days after the last day of class, and those without an application on file will not be honored.
4. **REMINDER:** It is the Employee's responsibility to complete all steps of the process within the specified deadlines. This includes Department Director approval and the time constraints placed on the initial application and on the deadline for submissions of an official grade report. The Human Resource Department will not be responsible for notifying the Employee of the deadline dates. Any required documentation or forms not submitted within the stipulated time frame will not be reimbursed.

5.06 Training Schools

- A. The City will pay appropriate costs for mandatory training (including books and related fees) for certification purposes, or to maintain such certification. An Employee who is approved for any training whose cost, with expenses, costs more than two-hundred fifty dollars (\$250.00) shall agree to reimburse the City if the Employee leaves City employment within one (1) year of completing the course. If the course is multiple days, the one (1) year requirement commences on the last day of the training.
- B. Requirements for continued service with the City after course completion are an assurance that the City will benefit from Employee participation in the training. If an Employee leaves City employment for any reason before a service requirement is completed, the Employee must repay the City full amount of the training and expenses paid by the City.
- C. A separate one (1) year service requirement must be completed for each reimbursement made to the Employee.
- D. A service requirement is not an assurance of continued employment by the City.
- E. If a termination of employment occurs (voluntary or involuntary) and the Employee owes a repayment amount, and the Employee does not otherwise repay the amount, the Employee agrees to have the repayment amount deducted from the Employee's paychecks that are issued after the termination decision occurs, as allowed by law.

5.07 Longevity Pay

The policy applies to City Employees employed full-time. Employees receive four dollars (\$4.00) per month for each year of continuous service. Longevity pay shall be in addition to an Employee's base salary and shall be paid annually the first paycheck in December. Longevity pay is subject to TMRS and income tax withholding. Former Employees who are re-hired will be paid based on the newly hired date with the City and does not include past employment.

5.08 Nursing Mother Breaks

- A. The City of Blanco will allow a reasonable break time for employees to express breast milk for her nursing child for one year after child's birth (each time such employee has need to express the milk). The US Department of Labor guidelines will be followed in regard to this right.
- B. The City shall make reasonable accommodations for the needs of Employees who express breast milk including:
 - 1. Providing a reasonable amount of break time for an Employee to express breast milk each time the Employee has the need to express the milk; and
 - 2. Provide a place, other than a bathroom, that is shielded from view and free from intrusion where the Employee can express breast milk.
- C. The City will not discipline or discriminate against an Employee because the Employee has used her right to express breast milk under this policy.
- D. Any Employee wishing to use this break time and area needs to inform the City as soon as possible so the City may make adequate reasonable accommodations.

SECTION 6: DISCIPLINE/GRIEVANCES/APPEALS

6.01 Discipline

It is the intent of the City of Blanco to compensate its Employees fairly; to make all reasonable provisions for their safety and health; to provide adequate instruction, direction and equipment; and to treat all Employees with dignity and respect. All Employees are expected to work diligently and conscientiously for the City as directed by their Supervisors and maintain a high level of conduct on/off the job.

A. Disciplinary Guidelines

- 1. The City of Blanco encourages the use and application of progressive discipline whenever practical. Accordingly, mild disciplinary action may be taken when an Employee first has problems with attendance, work performance, or conduct that is disruptive or inappropriate in nature. If the Employee fails to correct the problem, or develops other problems, more severe disciplinary action shall be taken. Using progressive discipline in such a manner maximizes an employee's

opportunity to correct problems.

2. Utilizing progressive discipline, however, does not preclude the City from exercising its right to impose severe discipline, including the immediate termination, of an Employee, whenever such action is deemed appropriate.
3. By providing the possible use of progressive discipline, the City in no way has waived or altered the "At-Will" nature of employment with the City.
4. While most cases the disciplinary action taken will depend upon the degree of severity of the offense(s), the record of the offender, and the seriousness of the consequences of the offense(s), there are certain offenses, which will result in severe disciplinary action regardless of the record of the offender.
5. The purpose of standard disciplinary procedures is to provide consistency in applying similar penalties for similar offenses. However, Department Directors and the City Administrator, have discretion to take the totality of the circumstances into account when taking disciplinary action.
6. The purpose of standard disciplinary procedures is to provide consistency in applying similar penalties for similar offenses. However, Department Directors and the City Administrator, have discretion to take the totality of the circumstances into account when taking disciplinary action.

B. Basis for Discipline

The specific descriptions following each general heading are examples of the type of conduct that can result in disciplinary action and are not intended to be all-inclusive. Offenses such as these listed below or violations of other City or department policies and/or procedures constitute grounds for disciplinary action, up to and including termination.

1. Unsatisfactory attendance
 - a. Unauthorized absences
 - b. Abuse of leave
 - c. Tardiness
2. Unsatisfactory performance
 - a. Inability or unwillingness to satisfactorily perform assigned work.
 - b. Failing to perform duties at an acceptable level.
 - c. Failure to successfully complete a Performance Improvement Plan.

3. Indifference towards work
 - a. Inefficiency, negligence, loafing, carelessness, leaving work without permission, excessive use of City time for performing personal business during work hours, abuse of eating or break periods, sleeping or otherwise being inattentive during work hours, interfering with the work of others, mistreatment of the public or other Employees.
 - b. Negligently causing damage to City property.
 - c. Failure to meet or maintain specified conditions of employment, such as failure to obtain/maintain a degree, license, or certification required as condition for performing a job.
 - d. Misusing or failing to use delegated authority in performance of duties.

4. Dereliction of duty
 - a. Failure to observe and follow the policies of the Employee's department/office or the City.
 - b. Failure of an Employee to take appropriate action when a violation of policies, rules, or regulations comes to the Employee's attention, regardless to the violator's assignment or position in the City.
 - c. Failure to promptly report or deliver to a supervisor any property found by, confiscated by, or relinquished to an Employee of the City without undue delay.
 - d. Failure to promptly report damage to City equipment or property of others.

5. Insubordination
 - a. Failure or refusal by an Employee to perform assigned work or to fully comply with instructions or orders from a supervisor or Department Head. This may include the use of abusive language, displaying of hostility, or indifference in response to supervision.
 - b. Refusal to submit to corrective action or performance improvement as required by a supervisor.

6. Violation of safety rules
 - a. Improper removal of safety guards (i.e. fire extinguishers); failure or improper use of safety equipment; failure to follow safety practice rules, which includes failure or refusal to participate in required post-accident drug and/or alcohol testing; failure to report an on-the-job injury, vehicle accident, or unsafe condition on the day of the occurrence; smoking in prohibited areas.
 - b. Causing or contributing to an accident by operating City equipment in an unsafe or unauthorized manner.
 - c. Failure to notify a supervisor, prior to reporting to work, of taking prescribed or over-the-counter drugs with a warning label.

7. Dishonesty
 - a. Misuse of City property or funds.
 - b. Falsifying or altering City documents.
 - c. Any falsifying action detrimental to the City; cheating; lying to any City Official or member of City management, including the Employee's immediate Supervisor.

- d. Falsely reporting illness or injury, or otherwise attempting to deceive any representative of the City as to a health or medical condition.

8. Disturbance

- a. The City prohibits and will not tolerate Employee conduct that is harassing, intimidating, threatening, or violent, including, but not limited to:
 - i. Using confidential information in ways that may be detrimental to the City or to another Employee.
 - ii. Entering City property for unauthorized reasons.
 - iii. Participation by an Employee in a disturbance occurring on City property or while on duty.
 - iv. Harassment of or discourtesy to other City Employees, Elected Officials, or citizens; creating dissension or discord between Employees, or between Employees and citizens.
 - v. Use of abusive, profane, or threatening language; inappropriate or harassing comments, jokes, references, or mannerisms; threats of violence; physical challenges to fight.
 - vi. Horseplay; inappropriate or harassing physical contact; deliberately causing injury to fellow Employee(s); attempted assault or assaulting of fellow Employee(s); fighting on City property; possession of dangerous weapons, firearms, explosives without permission.

9. Misconduct

- a. The violation of any Federal or State law, rule, regulation, or City ordinance while on duty, or the violation of any Federal or State law, rule regulation, or City ordinance while off-duty, including a criminal act, that may have adverse impact upon the City or on the public confidence in the integrity of City government, or on the relationship of the Employee and other Employees, or acts which reflect poorly upon the City's image.
- b. Theft of, aiding, or encouraging the theft of cash, City property, or equipment.
- c. Operating or conducting illegal activity on the job or on City property.
- d. Unauthorized charges against the City's account.

C. Types of Disciplinary Action

All or a combination of the following progressive disciplinary measures may be taken by Supervisors. Supervisors will evaluate each situation and take the appropriate level of discipline. Some infractions may warrant skipping steps in the process.

1. Verbal Counseling

- a. Supervisors should immediately correct minor infractions as witnessed or as reported. The purpose of a verbal counseling is to correct minor behavior before it turns into serious infractions.
- b. Repeated minor infractions should lead to a written counseling.

2. Written Counseling

- a. The Supervisor should document and verbally advise the Employee of their unsatisfactory performance or conduct and recommend areas for improvement.
- b. Counseling shall be administered soon after the time the unsatisfactory performance or misconduct occurs, and Supervisor shall document in writing the verbal counseling in the Employee's file in the Human Resource Director's Office.

3. Reprimand

- a. Reprimands are written memos given to Employees for unsatisfactory performance, for policy, procedural, or conduct violations, or in instances where a written counseling has already been given and the violation has subsequently been repeated or where unsatisfactory performance has continued.
- b. When a written reprimand is given, it is to be administered in a timely manner. The Employee concerned is to be informed directly of the conduct, the rule it violates, the action being taken, the terms and conditions of that action, the consequences of future violations.
- c. Supervisors or Department Directors shall provide the Employee with a copy of the reprimand. Originals of all reprimands shall be sent to the Human Resource Director for inclusion in the Employee's personnel file.
- d. A reprimand may also be a Performance Improvement Plan that includes direction on how performance can be improved. Originals of all Performance Improvement Plans shall be sent to the Human Resource Director for inclusion in the Employee's personnel file. See additional information related to Performance Improvement Plans below.

3. Suspension or Involuntary Demotion

- a. A suspension without pay or an involuntary demotion may be administered in situations where reprimands have been imposed for previous infractions or lack of performance, or in situations that are serious enough to warrant this level of discipline without prior discipline.
- b. Suspension of exempt Employees must be in compliance with the Fair Labor Standards Act (FLSA).

4. Termination

- a. Termination may be the culmination of a progressive discipline or performance improvement process.
- b. Termination may also occur as the first disciplinary measure undertaken if the situation warrants it.

6.02 Disciplinary Process

- A. Any Department Director or Supervisor who proposes to suspend an Employee without pay, demote an Employee, or terminate an Employee is required before making a final decision, to give the Employee notice of the proposed disciplinary action and an opportunity to respond to the Department Director or City Administrator.
 1. The Employee must appear at the time indicated to give a verbal response to the proposed disciplinary action, but he or she may also submit a written response.
 2. The Employee may accept the action or explain why the disciplinary action should not be taken.
- B. After carefully considering the Employee's response and any other new information, the City Administrator may impose the disciplinary action as originally recommended by the Department Director, modify such discipline, or forgo any discipline.
- C. Department Directors and Supervisors must follow procedures outlined by the Human Resource Director in executing any documents of proposed or actual disciplinary action.
- D. Performance Improvement Plan
 1. Employees may be disciplined for conduct or performance or a combination of the two. At times performance is more predominately the issue and for these instances a Performance Improvement Plan may be used in lieu of or in addition to other discipline.
 2. A performance review plan shall be written with a step-by-step plan designed to improve the employee's performance.
 3. All Employee Improvement Plans will be approved through the City Administrator and shall be signed by the Department Director and employee.

4. While under an Employee Improvement Plan, an Employee's performance shall be reviewed monthly by the Employee's supervisor and the Employee. Any additional corrections occurring during the review period will be added in writing.
5. Improvement Plans shall be set for a specific period of time, and if the performance doesn't improve, shall be grounds for termination of the employee.

E. Annual Performance Evaluation

1. An Employee receiving a "Marginal" rating on their annual evaluation will not receive an adjustment to pay and will be placed on a Performance Improvement Plan and given ninety (90) days to improve.
2. If at the end of the ninety (90) day period, the Employee's performance improves to "Proficient", the Employee will continue employment with the City and may be eligible to receive an adjustment from the date of "Proficient" rating. The Employee's next evaluation will be on the next common review date and may be eligible for an adjustment based on performance for the entire previous twelve (12) months.
3. Upon the re-evaluation, if performance is still rated as "Marginal" the Employee is subject to disciplinary action, up to and including termination, in accordance with directions provided by this policy and the City Administrator.

F. Employee Representatives

1. An Employee does not have the right to have a representative present during any interview involved in an investigation of misconduct of the Employee or another Employee.
2. An Employee has the right to have a representative assist or represent the Employee at any stage of the disciplinary proceeding that applies to that Employee after the Employee has been given notice of a proposed disciplinary action.

6.03 Grievances

- A. A grievance is a claim by an Employee, or recently separated Employee, that the Employee has been unjustly disciplined or has been adversely affected by a personnel decision. A grievance is an informal discussion, with the purpose of giving the grievant an opportunity to present his or her position on the matter.

- B. Everyone involved in the chain of command should listen and consider the grievance, but this is not intended to mean, nor shall it have effect of requiring, that any written notice, any charges, any witnesses, or any response or written reasons for decisions be presented during or after the grievance process by the City.
- C. An Employee or recently separated Employee having a grievance relating to employment shall first present the grievance to the Employee's Supervisor or Department Director in writing. The grievance should be presented within three (3) working dates of the date of occurrence which led to the grievance, or within three (3) working days from the date the Employee first had knowledge of the alleged conduct.
- D. The Department Director receiving a grievance has a duty to be attentive to the Employee's concerns, to arrive at a full understanding of Employee's point of view and to give the Employee a clear and specific answer. If the Department Director believes the grievance to be of substantial nature and not to have been settled to the full satisfaction of the Employee, the Department Director shall make an immediate record in writing of the facts and report the grievance to the ~~Mayor~~ City Administrator.
- E. An Employee, or recently separated Employee, who after discussing a grievance with the Employee's Department Director or Supervisor is not satisfied with the answer, may appeal the grievance to the City Administrator within five (5) working days of the meeting with the Department Director. Any appeal to the latter shall be in writing. The decision by the City Administrator will be final.

6.04 What Is Not Discipline

Layoffs, reductions-in-force, expiration of temporary appointments, separations allowed by other sections of this handbook, pay reductions or other measures resulting from economy campaigns, reorganizations or other similar policies are not considered discipline and cannot be appealed under the City's policies and procedures.

SECTION 7: ACCRUALS AND LEAVE

7.01 Vacation

- A. Upon hire, full-time, permanent Employees shall commence to accrue paid vacation as follows: 6.67 hours each month if employed less than four (4) years, and ten (10) hours per month if employed more than four (4) years. Each regular Employee will be eligible to use accrued vacation hours after successfully completing a ninety (90) day introductory period.
- B. Vacation leave shall accrue on a prorated basis each year of employment. All requests for vacation leave are subject to the City's staffing needs and must be approved in advance by the Department Director or Supervisor. Vacation leave may not be taken in less than hourly increments.

- C. On January 1st of each year accrued vacation time will be reviewed for each Employee and any accrued vacation hours over one-hundred twenty (120) hours shall expire. Up to one hundred and twenty (120) accrued vacation leave hours that has not expired will be paid out when an employee leaves service with the City.

7.02 Sick Leave

- A. Full-time permanent Employees shall commence to accrue paid sick leave at the rate of 6.67 hours per month upon full-time employment with the City. Sick leave may be taken when an Employee is ill, to attend doctor/dentist appointments, or to care for an ill friend or relative.
- B. Employees unable to work because of unexpected illnesses shall notify their immediate Supervisor as soon as reasonably possible. The City may require a physician's verifying statement for any illness that exceeds three (3) working days, or in the event of excessive absences or absences of extraordinary duration.
- C. Sick leave may be carried over to subsequent fiscal years. Accrued sick leave will not be paid out when an employee leaves service with the City.
- D. Any Employee who exhausts sick leave due to illness may substitute vacation leave during the time of the illness.

7.03 Civic Leave

- A. After successfully completing the ninety (90) day introductory period, full-time, exempt and non-exempt, regular Employees shall commence to accrue eight (8) hours of paid leave each fiscal year toward satisfying civic activities, such as voting and to report to calls for jury service. Employees granted civic leave for jury service shall retain all juror fees.
- B. Employees excused or released from jury service during working hours shall report to their workstations, unless otherwise instructed. Civic leave may not be carried over to subsequent fiscal years.

7.04 Bereavement Leave

After successfully completing the ninety (90) day introductory period, full-time, regular Employees shall commence to accrue twenty-four (24) hours each calendar year for attending funeral services or memorials of family members within second degree affinity and third of consanguinity. Bereavement leave may not be carried over to subsequent fiscal years.

7.05 Family and Medical Leave

- A. Benefits under the Family & Medical Leave Act will not accrue to any City Employee until required by law (when the City reaches fifty (50) Employees). When the City has fifty (50) or more Employees, each full-time, regular Employee shall be

entitled to leave in accordance with the federal Family & Medical Leave Act (FMLA), if applicable.

- B. It is the City's policy that any accrued vacation leave and sick leave shall be applied toward FMLA leave and run concurrently with FMLA leave until exhausted prior to commencing any unpaid portion of the requested FMLA leave.

7.06 Pregnancy & Parental Leave

- A. An Employee shall be entitled to non-compensated parental leave. Each pregnant Employee shall be treated the same as other similarly situated Employee regarding requests for sick leave and for accommodations related to performing the essential functions of the job.
- B. At least ten (10) working days advance written notice of cessation of work shall be required, except in emergencies or in response to doctor's orders. Pregnant Employees and Employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as Employees with other types of illnesses or disabilities.
- C. Available vacation, sick leave or disability benefits may be used for the time the Employee is medically unable to work. The Employee will be entitled to resume work following the end of the pregnancy when she is able to perform her job duties and has obtained a physician's release to return to duty.

7.07 Military Leave

- A. The City complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended. USERRA is a federal statute that protects Employees who engage in military duty in the uniformed services. The exception to the "at-will" doctrine contained in USERRA applies only to this section of the Personnel Manual regarding military leave.
- B. Military leave shall be approved leave for regular, full-time Employees of the City who are members of the state military forces or members of the reserve or National Guard components of the Armed Forces of the United States.
- C. The paid military leave period is measured as the fiscal year October 1 through September 30.
- D. Employees may elect to continue medical benefit coverage under COBRA for the duration of the military leave unless covered under the provisions of FMLA.
- E. All requests for leave should be accompanied by a copy of the order, directive, notice, or other documents requiring absence from scheduled work. Military orders shall be turned in either before starting or upon returning from military service.

- F. An Employee who is a member of the state military forces or a reserve or National Guard component of the armed forces will be granted up to fifteen (15) days of paid leave per fiscal year for days on which the Employee is engaged in authorized training or duty ordered or authorized by the Texas military pursuant to Chapter 437 of the Government Code:
1. All requests for leave must be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work. Military orders may be provided before leaving or upon returning from military duty.
 2. Leave pay will not be granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled, with exception of shift workers who are scheduled to work overnight before the scheduled military leave begins.
 3. No Employee using Chapter 437 military leave will be discriminated against for use of this leave or lose any work benefit while using this leave.
 4. Supervisors may work with their employees to flex days off to better accommodate military members in their quest to serve our Country. This provision is only if the employee asks to do so and may not be forced by the Supervisor or the City.

7.08 Administrative Leave

In circumstances not falling within other provisions of these policies, the City Administrator may authorize an Employee to take leave without pay under such terms and conditions as may be mutually agreeable.

7.09 Unauthorized Absence

- A. Employees who are absent from work without having provided notice, obtained a supervisor's approval, provided a legitimate excuse, or who fail to return from scheduled time off without notice, may be deemed to have abandoned their position.
- B. Abandonment of an employment position may lead to disciplinary action or the determination that the Employee has resigned.
- C. Any Employee who fails to report to work for three (3) consecutive workdays and fails to notify their supervisor in advance of the reason for the failure to report to work, will be considered to have voluntarily and irrevocably abandoned their position and resigned from their position at the end of the third (3rd) day.

8. Donation of Paid Time Off

- A. An Employee may donate accrued paid time off, including sick leave or vacation leave to a pool from which any Employee may request hours.
- B. Before an Employee is eligible to receive hours from the donated time off pool:
 - 1. The receiving Employee shall have exhausted all paid time off or will exhaust the paid time off during the expected leave time;
 - 2. The receiving Employee has requested leave for a reason listed above where the Employee would normally have paid time off but has exhausted the Employee's paid leave; and
 - 3. The Supervisor of the receiving Employee and the City Administrator give their approval.
- C. A receiving Employee may not:
 - 1. Use donated time off for vacation leave;
 - 2. Use donated time as time worked to calculate overtime pay; or
 - 3. Use donated time off for more than twelve (12) weeks in one twelve (12) month period.

8. Inclement Weather

- A. In the event City offices are entirely closed as a result of inclement weather or a natural disaster, employees will be paid for the time that the office is officially closed.
- B. In the event of inclement weather makes travel to work from home unsafe or impossible for an Employee, absence from work will be considered an excused absence if the Employee provides the required notification to the Employee's Supervisor or Department Director. The Employee may take leave without pay for the work missed or may use vacation time.

8. Holiday Leave

- A. With exception of the Police Department, employees are generally not required to work on City holidays. The City has 13½ official holidays listed per year. The particular holidays are to be determined each fiscal year by the City Council. The City may choose to observe the day preceding or following a holiday's official date.
- B. All full-time employees will be compensated at the rate of hours scheduled to work for a holiday recognized by the Council. Recognized holidays will be determined by the Council yearly to be published in the minutes per the respective Council meeting.

- C. Any partial holidays will be compensated at the number of hours determined by the Council when the recognized holiday schedule is approved per the respective council meeting (example: an approved 4-hour holiday).
- D. Full-time, exempt Employees required by their Supervisor to work on a holiday shall be given the same amount of substitute time off as if worked, up to eight (8) hours (12 hours for Police Personnel) substitute time off with pay on another date.
- E. Full-time, nonexempt (hourly Employees who are eligible for overtime) Employees who are required to work on a holiday shall be given: (1) Eight 8 or twelve 12 hours of holiday pay depending on their assigned schedule; plus (2) straight time pay for the hours of work on the holiday.
- F. Regular, part-time Employees are not eligible for holiday pay. An Employee on unpaid leave on a designated holiday, or in a non-pay status on a scheduled workday immediately preceding or immediately following a designated holiday shall not receive pay for the holiday.
- G. An Employee on pre-approved vacation leave on a designated holiday, or any type of paid leave, shall not have the holiday deducted from his or her leave time.

SECTION 8 - SAFETY AND SECURITY

8.1 Safety and Security Responsibilities

The City Administrator is responsible for ensuring that safe working conditions are maintained throughout the City and its work areas. Within the limits of the job, each Department Director and supervisor shall strive to provide safe, clean, and secure surroundings in all places of employment under his/her responsibility.

- A. Supervisors shall instruct all employees in their Department against the use of unsafe equipment and unsafe work methods; shall require development and observance of safety habits and shall expedite removal and/or correction of safety hazards.
- B. Department Directors and all immediate supervisors shall give attention to preventing accidents and promoting safety. They shall emphasize the importance of safety to City Employees, train them in correct work procedures and shall, by their own actions, set a good example at all times. Accident prevention and safety training will occur on a regular or an as needed basis.
- C. All supervisors have a responsibility to be on the alert for any condition or practice that might jeopardize the safety of employees or the public.
- D. All supervisors shall be on the alert for and attempt to prevent any overt act, which may endanger the employee or the safety of others.

- E. Employees are required, as a condition of employment, to observe all safety regulations and requirements given verbally or in writing by their supervisors. Each employee in addition to guarding their own safety and the City's property shall do everything possible to safeguard fellow workers and other people affected by their work.
- F. It shall be the duty and responsibility of operators of motor equipment to report to their supervisor any defect in their mechanical equipment when it occurs and to use every precaution to prevent additional property loss, expense, or recurrence of such condition. A log shall be maintained of motor equipment by the department's fleet representative that should include regular maintenance, defects and failures.
- G. Operators of motorized equipment of the City of Blanco who violate these regulations or become involved in any accident will be subject to disciplinary action if after proper investigation, it is determined that the employee was responsible for such action or through carelessness or recklessness that the employee contributed to the cause of the accident.
- H. Employees who operate City vehicles or are reimbursed for using their own vehicle for City business shall be responsible for keeping the state required driver's license current and valid and shall maintain a safe driving record both on and off duty. Employees are also required to maintain minimum insurance coverage on their personal vehicles as required by the State of Texas. Any employee found to be operating a City vehicle or their own vehicle on City business which violates policy as established by the City Manager regarding minimum driving standards is subject to disciplinary action up to and including termination.
- I. The security of City Hall and all other City property is the direct responsibility of the Chief of Police.
- J. No persons other than authorized employees and officials are to be allowed unsupervised in City Hall or other city facilities after normal business hours. All personnel given unlimited access to City Hall and the Police Department must complete the State of Texas Criminal Justice Information Security (CJIS) training before being allowed unfettered access. CJIS training will be granted to only those who have a need to access CJIS information or be in the area where a CJIS computer or files are stored. An employee who has an updated CJIS certification from the State will escort all others in City Hall and in the Police Station. In addition:
 - 1. Employees working after hours are responsible for informing on duty police department personnel that they are in the building.
 - 2. All employees are responsible for locking their respective offices and exterior doors and their respective work areas.
 - 3. All employees shall lock their computers and turn off lights (except designated or safety emergency lights) prior to leaving for the duty day.

4. All Department Directors shall develop an evacuation plan in the event of a fire or other incident that requires immediate evacuation. This plan will be exercised on a biannual basis by the City Emergency Management Coordinator.
5. The Police Department will train all City employees on the latest active shooter response techniques. This response will be exercised at least annually by the City Emergency Management Coordinator.
6. Violations of this section are to be reported to the Chief of Police.