CITY OF HASLET
PERSONNEL POLICIES
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Personnel Policy Adoption and Amendments

Ord. 005-2011 02/07/2011 2011 Personnel Policy Adopted
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Ord. 003-2015 01/19/2015 2.14 Employee Performance Evaluation
Ord. 045-2016 11/21/2016 4.4 Absences and Leaves-Sick Leave
The purpose of this manual is to provide each employee of the City of Haslet with a written source of information about the policies of the City.

OBJECTIVES:

1. To promote and increase efficiency and economy in the service of the City.

2. To apply standardized policies on issues that apply to all departments and divisions of the City.

3. To provide a written source for approved policies to minimize errors in carrying them out.

4. To ensure that policies are kept current by periodic update of the manual.
THE CITY OF HASLET
PERSONNEL POLICIES

SECTION: INTRODUCTION  SECTION NUMBER: 1.2

TOPIC: ADMINISTRATIVE AUTHORITY  EFFECTIVE DATE: 2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to establish the policies under which personnel matters are to be administered.

POLICY:

With the exception of matters reserved to the City Council by federal, state, or local law, or these policies, the general and final authority for personnel management rest with the City Administrator, who shall administer and interpret personnel policies and procedures as they apply to all departments and employees. In the absence of a City Administrator the Mayor shall act as City Administrator.

The City Administrator is responsible within the scope of his/her authority for enforcing the provisions of these policies and related rules and procedures in regard to City matters. The City Administrator and/or Department Heads may prepare and enforce personnel procedures within their departments provided they are not inconsistent with these policies.

The City Council reserves the right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of these policies, or procedures discussed herein at any time with or without prior notice.

Although adherence to these policies is considered a condition of continued employment, nothing in these policies alters an employee’s status and shall not constitute nor be deemed a contract or promise of employment. The employee remains free to resign his/her employment at any time for any or no reason, with or without notice, and the City retains the right to terminate any employee at any time, for any reason or no reason with or without notice.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish the procedures under which personnel shall be informed of the City of Haslet polices.

POLICY:

A copy of this Personnel Policies Manual shall be furnished to the employee for his/her personal use and reference. The City Secretary shall require that the employee sign a statement acknowledging that he/she has been furnished a copy of the Personnel Policies Manual and that employee agrees to the provisions therein. It shall be the employee’s responsibility to become thoroughly familiar with such policies.

Each new employee shall be provided with the Personnel Policies Manual on his/her first day of work. The employee will be required to sign a statement acknowledging that he/she has received a copy of the Personnel Policies Manual and that the City of Haslet is an “at will” employer. The signed documents will be placed in the employee’s personnel file.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish employment-at-will.

POLICY:

Employment with the City is on an “at-will” basis. An employee who does not have a written individual employment contract, approved by the City Council and setting forth a specific, fixed term of employment, is employed at-will. This means that no individual supervisor has the authority to enter into an employment contract with any employee. As an at-will employee, either the employee or the City may terminate the employment relationship at any time, for any reason, without notice or cause.

These personnel policies are not intended to, and do not create a contract of employment. Benefits granted herein such as vacation, holiday, or sick pay and certain other forms of leaves are given to the employee by the City Council are not required by law. The opportunities granted to the employee such as grievance procedures, appeals, and other policies do not create a property interest in the employee’s position with the City and do not preempt the fact that the City and the employee have an “at-will” relationship, unless altered by a written contract, as set forth above.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide equality of rights as stipulated under federal and state law with respect to the appointment to, or removal from, any position.

POLICY:

The City shall not deny nor abridge any individual’s rights with respect to the appointment to, or removal from, any position. The City is committed to the principles of Equal Employment Opportunity.

The following principles will be observed as a means of ensuring Equal Employment Opportunity for the applicant and employee of the City of Haslet:

1. Recruitment, hiring, and promotion of the applicant will be based on merit, not on the basis of race, color, religion, sex, age, national origin, marital status, veteran status, disability, or genetic information except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration. In no case will employment with the City start prior to reaching sixteen (16) years of age.

2. All personnel actions, including but not limited to hiring, placement, compensation, benefits, transfers, training, discipline, and termination, are administered without regard to race, color, religion, sex, age, national origin, marital status, veteran status, disability, or genetic information.

3. See the Harassment and Discrimination policy, Section 5.8 of this manual for further information.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide procedures for the recruiting and hiring of a qualified candidate for open positions with the City of Haslet. Recruitments are conducted in an effort to select the most qualified candidate while complying with all federal, state, and local laws.

POLICY:

The Department Head shall notify the City Administrator and City Secretary immediately when job vacancies occur in his/her department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled. Vacancies may be filled through public announcements, promotions, transfers, demotions, or reinstatements.

The City Secretary shall announce by appropriate means all job vacancies. Each job announcement insofar as practical, shall specify the title, salary, and nature of the job, the required qualifications, whether competition is open to the general public or restricted to City employees, and the application deadline. Each announcement shall also contain a statement affirming the City’s commitment to a policy of Equal Employment Opportunity. An adequate period of time shall be allowed in the selection process to ensure fair and open competition for the vacant position.

Applications for employment or reinstatement shall be submitted on forms as prescribed by the City Secretary. Only applications officially received in the prescribed manner shall be considered. All information submitted in connection with applying for City positions are subject to verification. All applications received shall be kept on active file for a period of sixty (60) days.
An applicant shall be disqualified from consideration if he/she:

1. Does not meet the qualifications necessary for performance of the duties of the position involved.

2. Has knowingly made any false statement of fact in the application.

3. Commits or attempts to commit a fraudulent act at any stage of the selection process.

4. Possesses a criminal conviction, which disqualifies the applicant.

5. Is unable to obtain any license or permit required for the position.

6. Has offered or attempted to offer money, service, or any other thing of value to secure an advantage in the selection process.

7. Is not lawfully authorized to work in the United States.

8. Is disqualified pursuant to any federal, state, or local law, or this policy.

An applicant may also be disqualified from consideration upon other reasonable grounds relating to job requirements.

Except as otherwise provided by federal, state or local law, the appointing authority for all City positions shall rest with the City Council. The City Council may delegate such authority to the City Administrator and/or the Department Head for those positions under his/her supervision. Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods. It shall be the policy of the City to appoint the most qualified applicant for the position.

A person who has been made a conditional offer of employment may be required to take a physical examination and shall be required to take a drug and alcohol test at City expense given by a doctor designated by the City. The offer of employment will be contingent upon the results of the physical examination and drug and alcohol test. These results will not be used to discriminate on the basis of a qualified disability and the information obtained regarding medical condition or history will be collected and maintained in separate forms and in separate medical files and shall be treated as confidential medical information. The Department Head, acting upon information provided by medical personnel, shall be the final authority in determining medical suitability for employment. Each department may require additional testing based on federal law, state law or other certification requirements.

An applicant with a confirmed positive test for alcohol, or for any illegal or prescription drug for which he/she does not have a valid medical prescription, will have the
conditional job offer withdrawn. The applicant may be considered for employment and retesting after a period of twelve (12) months.

Each job applicant will be required to sign a consent form authorizing pre-employment drug and alcohol testing and the use of test results in employment decisions. An applicant who refuses to sign the consent form will not be considered for employment.
STATEMENT OF PURPOSE:

The purpose of this policy is to define appropriate business relationships in the workplace that involves relatives either of blood, adoption, or marriage.

POLICY:

No person related within the first and second degree of affinity (marriage) or within the first and second degree of consanguinity (blood), to the Mayor or any member of the City Council shall be appointed to any position or other service of the City. This prohibition shall not apply to an employee who has been employed by the City continuously for more than six (6) months prior to the election of such member to the Council or Mayor’s position. Common law marriages as recognized by the State of Texas will also be included for the purposes of this policy.

A. A person related through the second degree of consanguinity (blood) includes:
   1. FIRST DEGREE - father, mother, daughter, son.
   2. SECOND DEGREE - brother, sister, grandparent, grandson or granddaughter.

B. A person related through the second degree of affinity (marriage) includes:
   1. FIRST DEGREE - husband, wife, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepson, stepdaughter.
   2. SECOND DEGREE - brother-in-law, sister-in-law, or spouse’s grandparent, grandchild, step-grandparent, stepsister or stepbrother.
A relative of a City employee may be considered for employment, except as noted below, provided he/she is qualified for the position for which he/she applies. Employment of relatives can often be a good source of committed and effective employees. There are circumstances, however, where the practice is not advisable. The employee may not report to a relative and may not be employed by the City if a business conflict is created by his/her employment. The City Administrator must review and approve all requests to employ a relative of a current City employee before an offer is extended.

If, through marriage of a present employee, it is determined a business conflict is created, then a reasonable amount of time will be allowed for the affected employees to decide who must resign their employment with the City. If the employees are unable to make a decision, and if no viable transfer opportunity within the City can be located, the City Administrator and/or Department Head will decide which employee will be terminated. This decision will be based upon overall consideration for the good of the City.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish residency requirements for City employees.

POLICY:

There shall be no absolute residence requirements for City employment except for an employee likely to be called to work in cases of emergency. An employee required to be on-call for emergency situations as defined in his/her job description will be required to live within a reasonable commuting distance. A reasonable commuting distance shall be within thirty (30) minutes of the City. An employee allowed to operate a City vehicle between his/her place of residence and work may be required to reside within the City or within reasonable commuting distances. The employee is required to notify his/her Department Head of any change in his/her address or telephone number.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish levels of employment available with the City.

POLICY:

An exempt employee refers to any position that is classified as exempt by Fair Labor Standards Act. This classification is paid on a salary basis. This classification is not eligible for overtime pay.

A non-exempt employee refers to any position that is classified as non-exempt by the Fair Labor Standards Act. This classification is paid on an hourly basis. This classification is generally eligible for overtime pay.

A regular full-time employee, whether exempt or non-exempt is an employee budgeted to work at least forty (40) hours per week on a continuing basis. This position is ordinarily of indefinite duration. This position is subject to all policies and procedures of the City. A regular full-time employee is eligible for all City benefits.

A regular part-time employee is an employee budgeted to work less than forty (40) hours per week on a continuing basis. This position is ordinarily of indefinite duration. A non-exempt position, within this classification, is eligible for overtime pay for hours in excess of forty (40) in a work week. This position is subject to all policies and procedures of the City but is not eligible for City benefits.

A temporary employee is an employee hired for a limited term in unusual circumstances. A temporary appointment is ordinarily limited to six (6) months or less. A non-exempt position, within this classification, is eligible for overtime pay for hours in
excess of forty (40) in a work week. This position is subject to all policies and procedures of the City but is not eligible for City benefits.

An emergency temporary employee is an employee hired in cases of emergencies or unusual or extraordinary circumstances, which places demands that exceed the manpower capabilities of the City. An emergency temporary appointment may circumvent the normal appointment procedures. The employee involved shall not acquire any status or rights in the position to which he/she is temporarily appointed. A non-exempt position, within this classification, is eligible for overtime pay for hours in excess of forty (40) in a work week. This position is subject to all policies and procedures of the City but is not eligible for City benefits.

A seasonal employee is an employee who works a specified number of hours per week during a specified work season. The need for such a position usually recurs on an annual basis. A non-exempt position, within this classification, is eligible for overtime pay for hours in excess of forty (40) in a work week. This position is subject to all policies and procedures of the City but is not eligible for City benefits.

A contract employee is an employee whose terms and length of employment is defined by a written and signed contract. This should not be confused with an independent contractor who is not considered to be an employee of the City. The number of hours worked by a contract employee and the contract employee’s entitlement to benefits are governed by the contract.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish promotion procedures for City employees.

POLICY:

A promotion is the assignment of the employee from one position to another higher-level position requiring more responsibility, experience, education, technical or professional expertise, and which is usually at a higher salary. It shall be City policy to provide promotional opportunities whenever possible and practical. Opportunities for promotion across organizational lines shall be maximized.

The City Council may authorize a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. The employee so promoted may be additionally compensated for the duration of his/her temporary assignment in amounts to be determined by the City Council. However, the employee shall not acquire any status or rights in the position to which he/she is temporarily promoted.
CITY OF HASLET
PERSONNEL POLICIES

SECTION:   HIRING AND EMPLOYMENT   SECTION NUMBER:   2.8
TOPIC:     TRANSFERS                EFFECTIVE DATE:   2/14/2011

STATEMENT OF PURPOSE:
The purpose of this policy is to establish transfer procedures for City employees.

POLICY:
A transfer is the reassignment of the employee from one position to another. A transfer
not involving promotion or demotion may be affected at any time for administrative
convenience or necessity, or upon request of the employee, provided that the employee
is qualified to perform the duties of the position and the position is vacant. A transfer
may be made administratively or in conjunction with an announced selection process. A
transfer between classes, or between departments shall become effective following City
Council approval.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish demotion procedures for City employees.

POLICY:

A demotion is the assignment of the employee to another position having fewer responsibilities or requiring less experience, education, technical, or professional expertise, and which is usually at a lower salary. A demotion may be effected for either a disciplinary or non-disciplinary action.

If qualified to perform the duties of the lower level position, the employee may be administratively demoted at his/her own request with the approval of the City Administrator or as an alternative to layoff. Such a demotion shall not be considered as a disciplinary action or to disqualify the employee involved from consideration for later advancement. A demotion, when used as an alternative to layoff, may be fully or partially rescinded at any time.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish re-employment procedures for former City employees.

POLICY:

Consideration for re-employment of any former employee may be granted to an applicant who can demonstrate acceptable prior service.

If a former employee is re-hired within one (1) year following the initial separation from the City, the employee may have all of his/her benefits restored up to the maximum permitted accumulation provided the person did not receive payment for them at the time of separation.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish a trial period for new City employees.

POLICY:

A new City employee shall be given a thorough orientation about the nature of the job, the benefits, obligations, and responsibilities of the position. The employee shall be required to successfully complete a trial period of three (3) months. Whenever a license or certification is required for a position the trial period shall be extended until three (3) months following the receipt of the license. During the trial period, the employee is not eligible to take vacation leave or personal leave.
The purpose of this policy is to provide a temporary modified work assignment, when feasible and applicable to an employee who has suffered injuries or illness.

POLICY:

An employee may be assigned to a Modified Duty assignment when temporarily unable to perform his/her normal work duties due to injury or illness, within the following guidelines:

1. The assignment shall fulfill a meaningful job function(s) within limitations set by treating and/or evaluating physicians.

2. The assignment does not create a new job, but instead incorporates or modifies an existing position on a temporary basis and may include duties anywhere within the City of Haslet.

3. A Modified Duty assignment shall be handled on a case-by-case basis.

An employee who declines a Modified Duty position which is within limitations as determined by the treating or evaluating physician and has exhausted all available leave may be subject to termination.

Periodic review shall be conducted after the employee has been on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time. A Modified Duty assignment shall not exceed six (6) months.
STATEMENT OF PURPOSE:

The City recognizes that many employees with life-threatening illnesses desire to lead normal lives, which includes working as long as their health permits. Each employee is encouraged to continue working as long as he/she is able to perform the essential functions for his/her job, are able to meet acceptable performance standards, and his/her illness presents no threat to himself/herself, other employees, or the public.

POLICY:

An employee with a life threatening illness is entitled to the same employment benefits as are other employees in the organization. Supervisors and other employees should be aware that continued employment for the employee who has a life threatening illness may have a therapeutic value and may contribute to the individual’s remission or recovery process.

All medical records of an employee are confidential. However, if the employee so desires and with his/her written permission, pertinent medical information may be shared with the employee’s supervisor and/or co-workers.

The City reserves the right to require an employee to undergo a medical examination by a City designated physician whenever there is a question of an employee’s continued fitness to work or where there is reason to fear that an employee’s condition might pose safety or health hazards for the employee, other employees, or the public. Department Heads must have approval of the City Administrator or his/her designee to order a medical examination.

The City will make reasonable job accommodations when feasible and necessary to assist an employee with a life threatening illness.

Refusal to work with an employee or to provide services to anyone who has been diagnosed as having a life threatening illness shall be cause for disciplinary action, up to and including termination.
A. STATEMENT OF PURPOSE:

The purpose of the City of Haslet's employee performance evaluation procedure is to improve the employee's understanding of his or her progress on the job and the supervisor's understanding of the employee's viewpoints about factors that affected his/her performance during the period covered by the evaluation. Scheduled evaluations provide a required opportunity to assess progress and to plan for the employee's professional development and for future performance improvements, but shall never replace the necessary day-to-day communication between supervisor and employee regarding performance expectations and actual performance.

Specific objectives of the City's performance evaluation are as follows:

- To improve communication between the employee and his/her supervisor regarding expectations of performance and how performance is evaluated;
- To identify individual employee strengths as well as those areas in job performance that needs improvement;
- To motivate an employee to sustain a high performance or to improve job performance;
- To establish mutually agreed upon job performance goals, including training needs and developmental opportunities;
- To detect changes in jobs and/or organization problems;
- To assist the Mayor and City Council in making overall and individual personnel decisions, including “pay for performance” decisions;
- To meet Equal Employment Opportunity standards for personnel decisions in an objective manner and ensure equity in treatment for each employee;
- To improve the quality of public services.
B. SCHEDULING:

Each new employee will receive a formal performance evaluation at the end of the employee’s three (3) month probationary period. If the initial three (3) month probationary period is extended, another evaluation is required at the end of the extended probationary period. After the probationary period evaluation is completed, the new employee will then be cycled into the next annual evaluation cycle. If the probationary evaluation occurs more than 30 days prior to the next annual evaluations, then that employee will be added to the current year’s annual evaluation cycle. If it is less than 30 days, they will be added to the next year’s annual evaluation cycle.

All regular employees will receive written performance evaluations once each year, and also upon promotion. The evaluation will be completed no later than September 30th of each year. This will be a formal performance evaluation to review the employee’s performance throughout the year and set goals and progress for the upcoming year.

C. FORMS:

The City of Haslet uses the evaluation form attached as Exhibit A. The form is based primarily on the employee’s job description, with additional ratings for other job performance indicators such as reliability, punctuality, accuracy, and desire to succeed.

D. USES:

Evaluations are tied directly to the City’s job descriptions, and thus provide an annual review of the accuracy of each job description and an opportunity to update job descriptions.

Regular performance evaluations are valuable tools for the employee because they:

1. Assure that the employee has the opportunity to understand and clarify performance expectations;

2. Provide an opportunity for a serious exchange of views in an atmosphere of privacy and confidence;

3. Encourage discussion of the employee’s strong points and areas needing improvements;

4. Let the employee know where he/she stands in the eyes of the supervisor and the City structure;

5. Provide an opportunity for the employee to self-evaluate his/her performance and to respond to the supervisor’s expectations and comments; and

6. Give the employee an opportunity to comment on working conditions.
E. APPEALS

The evaluator shall ask the employee to sign the evaluation form indicating that it has been reviewed with the employee. An employee dissatisfied with his/her performance evaluation may seek reconsideration by using the established grievance procedures.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding layoffs from City employment.

POLICY:

An employee may be laid off because of changes in duties, organizational changes, lack of work, or budget cutbacks. Whenever possible, the employee laid off from one City department shall be transferred to a suitable position elsewhere provided the employee has the appropriate qualifications and job skills. Whenever possible, at least two (2) weeks notice shall be given to the employee prior to layoff. Seniority within City service shall be used to determine the order of layoff among employees with substantially equivalent records of job performance and efficiency, with the most senior employee being retained the longest. A temporary employee shall be laid off before a regular employee performing similar duties. A layoff shall not be considered disciplinary action.

An employee laid off may be recalled to his/her job or another similar job in which he/she meets the minimum job requirements and qualifications. The employee will be recalled in reverse order of the lay off. The employee being recalled shall have precedence over other job applicants. The employee recalled to work shall report to work as instructed. An employee failing to report back to work shall be considered as having forfeited his/her right to re-employment.
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SECTION: HIRING AND EMPLOYMENT  SECTION NUMBER: 2.17
TOPIC: PERSONNEL FILES  EFFECTIVE DATE: 2/14/2011
REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding personnel files.

POLICY:

The City Secretary shall maintain the official personnel files and records for all City employees. Unless otherwise provided by law, personnel files shall be confidential and may not be used or divulged for purposes unconnected with the City personnel management, except with the permission of the employees involved. Nothing herein shall prevent the dissemination of impersonal statistical information. The employee shall have a right of reasonable inspection of his/her official personnel file and records under appropriate supervision.

All requests for information, written or verbal, from persons outside the City concerning a job applicant and/or a current, retired, or terminated employee must be referred to the City Secretary.

Letters of Recommendation written for a current, retired, or terminated employee must be approved by the City Administrator. A copy of the letter shall become a portion of the employee’s file.
### CITY OF HASLET PERSONNEL POLICIES

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### STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding change of personnel status or new hiring.

### POLICY:

A Department Head shall submit recommended changes in the personnel status of his/her employees or requests to hire new employees to the City Administrator prior to making any commitments to either an existing employee or a prospective new hire.

In order to keep personnel records up to date, the employee is required to submit changes of name, address, telephone number, marital status, number of dependents, or persons to be notified in case of emergency to his/her Department Head within three (3) working days.
| SECTION: | HIRING AND EMPLOYMENT | SECTION NUMBER: | 2.19 |
| TOPIC:   | PERSONNEL REPORTS     | EFFECTIVE DATE: | 2/14/2011 |

**STATEMENT OF PURPOSE:**

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding change of personnel reports.

**POLICY:**

The Department Head shall be responsible for providing the City Secretary with all necessary employee reports and records for his/her department. Such records and reports shall include, but are not limited to, employee sick leave, vacation leave, attendance and overtime records, performance reports, counseling records, and all incidences of disciplinary action. Failure to do so may result in formal disciplinary action.

The Department Head shall prepare such narrative reports, statistical summaries, and other personnel reports as necessary or desirable to provide useful information to the City Secretary and City Council.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: COMPENSATION
SECTION NUMBER: 3.1
TOPIC: COMPENSATION PLAN
EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:
The purpose of this policy is to establish a compensation plan for City employees.

POLICY:
Subject to the approval by the City Council, the City Administrator shall prepare and administer a written compensation plan for City employees. This compensation plan shall be prepared annually and submitted to the City Council for approval with the adoption of the annual City budget. Relevant factors in determining pay rates include duties and responsibilities, qualifications and education, and certifications or licenses required for the position. It is the City’s policy to keep its pay rates equitable and competitive and to administer its pay program in a fair and consistent manner.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish a pay schedule for City employees.

POLICY:

The employee will receive his/her paycheck on a bi-weekly basis. Paychecks shall be released to the employee every other Friday or be direct-deposited into the employee’s bank account. If a payday falls on a non-work day, the employee will be paid on the proceeding workday. An employee that is absent from work on payday and desires to have someone other than himself/herself pick up his/her paycheck must complete a written statement identifying the person by name that is authorized to pick up the paycheck. Proper picture identification may be required of the authorized person.

Voluntary deductions authorized by the employee may include payments for health insurance premiums and other items. No such deductions will be made unless the employee authorizes them in writing.

The City will take all reasonable steps to assure that its employee’s pay and benefits as well as accumulated vacation, sick leave and compensatory time are accurate. The employee must report any discrepancies to the City Secretary.
CITY OF HASLET
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SECTION: COMPENSATION

SECTION NUMBER: 3.3

TOPIC: ON-CALL/CALL BACK

EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for employees that must return to work at the request of a supervisor outside of normal hours or on a holiday or day off.

POLICY:

For the purpose of this policy, “Call Back” means the unscheduled return to work outside of normal hours or on a holiday or day off at the request of a supervisor. It does not include overtime or holiday work scheduled in advance. “On-Call” means a period of time during which an employee is advised by the Department Head to be accessible for return to work for operational requirements that may develop outside normally scheduled work hours.

A non-exempt employee who is called back to work outside of scheduled work hours will be paid at his/her regular rate of pay for the time worked or a minimum of two (2) hours, whichever is greater, in a twenty four (24) hour period. Overtime compensation will be applied if the total number of hours worked exceeds forty (40) hours in a regular work week. In accordance with the Fair Labor Standards Act (FLSA), if the employee is called back, paid time will include travel time as time worked.

The employee who is required to remain on-call on a regular basis to cover departmental emergencies is required to:

1. Be physically and mentally able to perform assigned duties when called.

2. Always be reachable by a pager, cell phone or radio.
3. Be able to arrive at the designated workplace within thirty (30) minutes after responding to the call.

4. Abide by all City policies and procedures during the on-call period.

The on-call employee may be eligible for supplementary compensation in addition to his/her regular rate of pay, in an amount recommended by the Department Head with the approval of the City Council.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for employees that must work overtime.

POLICY:

All hours to be worked in excess of normal regularly scheduled hours, except in the case of serious emergencies, will require the advance approval of the Department Head.

A non-exempt employee shall receive overtime pay in accordance with the Fair Labor Standards Act (FLSA). Overtime, when ordered for the maintenance of essential City functions, shall be allocated as evenly as possible among all employees qualified to perform the work. All time worked in excess of a forty (40) hours in a week will be paid at the rate of one and one-half (1½) times the employee’s regular rate of pay.

Sick time, vacation time, holiday time, jury duty time, travel time (except for On-Call/Call Back) will not be considered when determining overtime pay. Attending City approved conferences, seminars, schools or training are included as hours worked when calculating overtime. All overtime work must be clearly reflected on the employee’s time records before it is allowed. An exempt employee will not receive overtime pay.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for providing longevity pay for employees. The City provides longevity pay to encourage retention of employees by recognizing the value of long term service.

POLICY:

A regular full-time employee shall receive, on or about the first pay period in December of each year, a lump sum longevity payment to compensate for his/her length of service in the City if approved and budgeted by the City Council in advance. A regular full-time employee who has completed at least twelve (12) months of service shall be paid longevity pay at the rate of $5.00 per month for each completed year of full-time service, up to a maximum payment of $650.00.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for providing merit increases for employees.

POLICY:

A merit pay increase may be granted by the City Council as a reward to the employee demonstrating exceptional or above-average job performance. This merit increase is intended to reward outstanding personnel and is used as an inducement to motivate the employee in his/her performance and productivity. The City Council will determine if any merit increase is to be awarded and the amount of any merit increase during the budget process.
STATEMENT OF PURPOSE:
The purpose of this policy is to establish rules and procedures for providing termination pay for employees leaving City service.

POLICY:
An employee who leaves the service of the City shall receive all pay due in accordance with the following:

1. The employee will be paid for any hours worked and for any overtime compensation due.

2. The employee who has successfully completed his/her trial period shall be paid for unused vacation time earned up to a maximum of 160 hours. Accrued sick or personal time will not be paid.

3. Any indebtedness to the City, which the employee might have incurred, will be deducted from his or her final paycheck provided that such deduction is not less than minimum wage.

4. In the event of an employee death, the City shall pay his/her designated beneficiary any unpaid compensation for hours worked and unused vacation time up to a maximum of 160 hours.

5. The employee’s final paycheck may be withheld until all City issued property has been returned. The value of any property not returned within six (6) days after
the termination may be deducted from the employee’s final paycheck. If the property is returned in good condition within a reasonable time after the final paycheck has been issued, the money withheld from the employee’s paycheck may be refunded to the employee.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: COMPENSATION  SECTION NUMBER: 3.8
TOPIC: BREAKS  EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for City of Haslet employees regarding the use of breaks.

POLICY:

It is the policy of the City to allow one (1) paid fifteen (15) minute break for an employee working four (4) hours or less during the work day and two (2) paid fifteen (15) minute breaks for an employee working more than four (4) hours during the work day subject to the approval of the supervisor. Breaks shall be taken at convenient times without leaving an employee’s duties or telephone unattended.

Breaks may not be combined, added to a lunch period, or saved to the end of the day. The use of breaks is a privilege and not a right. Work situations may take precedence over the use of a break. Breaks may not accumulate for use on a different day.

In order to allow an employee to take advantage of the many health benefits of breastfeeding, and in compliance with the Fair Labor Standards Act, the City provides reasonable break time for the employee to express breast milk for her nursing child for one (1) year after the child’s birth each time such employee has need to express the milk and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The employee who breastfeeds her child and who needs to express milk during the working day will work with her supervisor and the City Secretary to determine how best to accommodate her needs while still accomplishing the performance of her job.
Supervisors will allow flexible working arrangements. The employee may use her break and lunch time to express milk. Sick or Vacation hours may also be used to express milk if needed. Breaks to express milk should not last longer than thirty (30) minutes. If the employee needs to take more than two breaks during the work day to express milk, the employee will need to use personal time (lunch, sick and/or vacation hours).

Department Heads will work with each nursing mother to determine a private area in which she may express milk. Milk may be placed in City refrigerators so long as it is appropriately marked.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish rules and procedures for City of Haslet employees regarding meal breaks.

POLICY:

The scheduling of the employee meal will be determined by the supervisor to facilitate serving the public and permitting efficient department operations. Lunch periods shall normally not exceed one (1) hour in length.

Meal periods will normally not be considered paid time in accordance with the Fair Labor Standards Act.
SECTION: ABSENCES AND LEAVES  
SECTION NUMBER:  4.1  
TOPIC:  HOLIDAYS  
EFFECTIVE DATE:  2/14/2011  
REVISION DATE:  

STATEMENT OF PURPOSE:

The purpose of this policy is to establish guidelines and procedures for providing holiday pay for City employees.

POLICY:

New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday, Thanksgiving Friday, Christmas Eve, and Christmas Day and any other days as may be declared by the City Council shall be observed as official City holidays.

As many employees as possible shall be given each holiday off consistent with the maintenance of essential City functions. The City Administrator shall insure that any employee working unusual schedules will receive the full number of official holidays.

An employee required to work on a scheduled holiday shall have the option of being granted another day off or receiving compensation in its place. Pay received in lieu of a day off will not be considered hours worked for the purposes of calculating entitlement to overtime pay.

If a holiday falls on Saturday, the preceding Friday shall be observed. If a holiday falls on a Sunday, the following Monday will be observed. The only exception would be if Christmas Eve or Christmas Day falls on a weekend, then the Friday before the weekend and the Monday after shall be observed as holidays.

An employee desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accumulated vacation leave or his/her personal leave.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the accrual, use and payout of vacation leave. Vacation leave is paid time away from work to pursue activities that promote the well-being of the individual.

POLICY:

A regular full-time employee accrues vacation leave on a monthly basis according to the following schedule:

- Year one (1) through four (4) 80 hours
- Year five (5) through fourteen (14) 120 hours
- Year fifteen (15) or more 160 hours

Vacation leave shall be administered according to the following procedures:

1. The employee shall not be eligible to take accrued vacation leave until the completion of the trial period.

2. Eligibility of vacation leave is calculated from the date of employment.

3. Vacation leave shall not be taken in time increments of less than four (4) hours.

4. The maximum number of vacation hours an employee can accumulate is 160 hours. The employee may be compensated for unused vacation up to a maximum of eighty (80) hours with the approval of the City Administrator.
should his/her work situation require his/her presence and cause the employee to miss scheduled vacation.

5. Vacation leave shall be charged only for time during which the employee would ordinarily have worked.

6. Paid City holidays occurring while the employee is on a scheduled vacation shall not be counted against vacation leave.

7. Vacation leave shall not be advanced to the employee.

8. Vacation days are not transferable between employees.

9. An employee being laterally transferred, promoted, or demoted shall retain any accrued vacation leave.


11. The City Administrator and Department Heads shall furnish the City Secretary’s Office with all records of vacation leave allowance and use.

12. In order to schedule workloads within departments, requests for vacations should be submitted, in writing, to the employee’s Department Head at least seven (7) days prior to date proposed for vacation commencement. In the event of an emergency, the Department Head retains the authority to grant vacation without this notification.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: ABSENCES AND LEAVES  SECTION NUMBER: 4.3

TOPIC: PERSONAL LEAVE  EFFECTIVE DATE: 2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the accrual, use and payout of personal leave.

POLICY:

A regular full-time employee accrues eight (8) hours of personal leave on an annual basis given at the beginning of the fiscal year. Part-time and temporary employees do not earn personal leave. Unused personal leave does not carry over to the next fiscal year and will not be compensated.

Personal leave shall be administered according to the following procedures:

1. Personal leave shall not be taken in time increments of less than four (4) hours.

2. Personal leave shall be charged only for time during which the employee would ordinarily have worked.

3. Personal leave is not transferable between employees.

4. An employee being laterally transferred, promoted, or demoted shall retain any personal leave.

5. The City Administrator and Department Heads shall furnish the City Secretary’s Office with all records of personal leave allowance and use.

6. The City Administrator and Department Heads must approve all personal leave requests giving due consideration to the needs of the City and the ability of the
remaining staff to perform the work of the department or division. The employee must request personal leave a minimum of seven (7) days in advance.

7. Personal leave expires on the last day of the fiscal year.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the accrual, use and payout of sick leave.

POLICY:

A regular full-time employee accrues 6.67 hours of sick leave on a monthly basis or 10 sick leave days per year. Part-time and temporary employees do not earn sick leave.

Sick leave is granted by the City for the purpose of permitting the employee to be relieved of his/her duties during an illness or injury or to care for a spouse or a child who is injured or ill. Sick leave may be used for medical, dental, or vision appointments that cannot reasonably be scheduled during non-working hours.

Sick leave shall be administered according to the following procedures:

1. The employee shall not be eligible to take accrued sick leave until the completion of the trial period.

2. Eligibility of sick leave is calculated from the date of employment and maximum accruals will be calculated from the employee’s anniversary date. An employee who enters the service of the City before the 16th or leaves after the 15th of any month shall earn sick leave credit for that month. An employee starting after the 16th or leaving on or before the 15th of any month shall not earn sick leave for that month.

3. Sick leave shall not be taken in time increments of less than one (1) hour.
4. The maximum number of sick leave hours an employee can accumulate is 192 hours.

5. Sick leave shall be charged only for time during which the employee would ordinarily have worked.

6. Paid City holidays occurring while an employee is on sick leave shall not be counted against sick leave.

7. Sick leave shall not be advanced to the employee.

8. Sick leave hours are not transferable between employees.

9. An employee being laterally transferred, promoted, or demoted shall retain any accrued sick leave.

10. The City Administrator and Department Heads shall furnish the City Secretary’s Office with all records of sick leave allowance and use.

11. The City Administrator or Department Head may require a doctor’s statement from any employee who uses sick leave. An employee that misses more than three (3) consecutive workdays due to illness or injury must provide a doctor’s statement upon return to work. Failure to do so may result in disciplinary action, up to and including termination.

12. An employee who becomes ill and cannot report for work must notify his/her immediate supervisor at least thirty (30) minutes prior to the start of the normal workday. The employee must notify his/her immediate supervisor each day he/she intends to use sick leave. Failure to notify his/her immediate supervisor may result in disciplinary action, up to and including termination.

13. An employee who becomes ill or injured during a vacation may request that the vacation leave be terminated and the time of illness be charged to sick leave. Such request must be made immediately to the employee’s Department Head, no later than the following day. A doctor’s statement will be required in such instances.

14. After the employee’s accumulated sick leave has been exhausted, vacation leave may be used as sick leave. If sick leave and vacation leave are exhausted, the employee’s pay shall be discontinued until he/she returns to work.

15. An employee that takes unapproved time off that does not have vacation time accrued to cover the absence(s) will be charged from accrued sick leave balance to be paid a regular 80 hour pay period paycheck.
16. An employee leaving the City must provide a doctor’s statement if he/she uses sick leave during the last two (2) weeks of employment.

17. An employee who is separated from City employment, for any reason, shall not be compensated for any accrued sick leave.

18. Misuse of sick leave may result in disciplinary action, up to and including termination.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures for compliance with the Family Medical Leave Act (FMLA).

POLICY:

Under FMLA, an eligible employee may take up to twelve (12) work weeks of unpaid job-protected leave each year for specified family and medical reasons or twenty-six (26) weeks of leave to care for an injured or ill service member. An eligible employee is one who works for an employer with fifty (50) or more employees. Until such time as the City has fifty (50) employees, a City of Haslet employee is not, therefore, eligible for leave under the FMLA.

An eligible employee may take FMLA for one of the following reasons:

1. Birth of a child or to care for the employee’s child (eligibility for leave expires twelve (12) months after the date of the birth of the child).

2. Placement of a child with the employee for adoption or foster care (eligibility for leave expires twelve (12) months after the date of placement of the child).

3. To care for the spouse, child, or parent of the employee with a serious health condition as defined by FMLA.

4. If the employee has a serious health condition which makes the employee unable to perform all of the essential functions of their position.
5. Due to a qualifying exigency as defined by FMLA that is directly related to the spouse, child or parent of an employee's active duty or call to active duty in the National Guard or Reserves, in support of a contingency operation.

6. To care for a spouse, child or parent of a current member of the Armed Forces or National Guard who has incurred an injury or illness in the line of duty while on active duty, provided that such injury or illness renders the service member medically unfit to perform the duties of his/her office, grade, rank, or rating. This leave may be up to 26 work weeks of unpaid leave during a single twelve (12) month period. *This is the only instance in which a leave of up to twenty-six (26) work weeks may be taken.*

When both a husband and wife are employed by the City and are eligible for FMLA leave due to the birth or placement of a child for adoption or foster care, or to care for a parent, or due to a qualifying exigency arising out of a covered family member’s active duty or call to active duty, they are entitled to a total of twelve (12) work weeks together (NOT twelve (12) work weeks each) of family and medical leave in a calendar year.

The employee must substitute sick leave and vacation leave during the twelve (12) week period until all accumulated leave is exhausted.

A doctor’s statement will be required to determine eligibility for FMLA leave due to a serious health condition of the employee, spouse or child.

A copy of the orders for active duty or call for active duty will be required to determine eligibility for FMLA leave due to a qualifying exigency.

FMLA leave calculations will be based on a “rolling” twelve (12) month period. This means that each time FMLA leave is used, the City Administrator or Department Head will determine how much FMLA leave has been taken twelve (12) months prior to the first date of the most recent FMLA leave request received. Based on these findings, the amount of leave taken in the prior twelve (12) months will determine the amount of leave remaining.

Upon return from FMLA leave, the employee will be restored to his/her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: ABSENCES AND LEAVES   SECTION NUMBER: 4.6
TOPIC: BEREAVEMENT LEAVE   EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the use and payout of bereavement leave.

POLICY:

A regular full-time employee may be granted leave with pay for a period from one (1) to three (3) days to attend a funeral and/or handle the necessary details involving a death in his/her immediate family. This leave will not be charged against sick leave or vacation.

A part-time, temporary, and seasonal employee may be granted unpaid leave for a period from one (1) to three (3) days to attend a funeral and/or handle the necessary details involving a death in his/her immediate family.

Immediate family, for the purpose of this policy, shall be defined as husband, wife, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, employee’s grandparents, employee’s grandchildren, stepparent, stepbrother or stepsister.

The length of leave granted will depend on the individual circumstances such as location of the funeral and closeness of the relationship.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the use and payout of military leave.

POLICY:

An employee who is a member of the Texas National Guard, Texas State Guard, United States Armed Forces or National Guard is entitled to up to fifteen (15) days of paid leave for the purpose of fulfilling military obligations. Copies of military orders when available must accompany requests for approval of paid military leave. All benefits will continue to accrue during this fifteen (15) day period.

Military leave in excess of fifteen (15) days will be charged to vacation leave until all vacation leave is exhausted. If military leave and vacation leave have been exhausted the employee may be granted unpaid leave.

The employee shall give as much advance notice as possible to his/her supervisor regarding dates for military training leave. Annual or quarterly training schedules should be given to the Department Head as the schedules become available to the employee.

An employee who leaves a position with the City for the purpose of entering any branch of the United States Armed Forces, including a reserve component, for extended active duty, shall be placed in military active duty status and granted leave without pay. When possible, the employee should give his/her supervisor advance notice of the employee's intent, and for reemployment purposes, submit a copy of the orders when available for inclusion in the employee's personnel record.

In accordance with the Uniform Services Employment and Reemployment Rights Act ("USERRA") an employee may serve a total of five (5) years on active duty in the United States armed forces and be granted leave without pay during that period.
States Armed Forces and still be eligible for reemployment. The employee’s right to reemployment is not protected for periods of military active duty longer than five (5) years.

An employee who returns from active duty as a member of the United States Armed Forces is entitled to reemployment in the position the employee would have been employed if continuous employment with the City had not been interrupted by military service; or in the same position held upon entrance to active duty; or in a position of comparable seniority, status and pay, if the employee:

1. Is physically and mentally qualified to perform the duties of the position;

2. Was discharged, separated, or released from military active duty under honorable or general conditions;

3. Has not been on military active duty for more than five (5) years; and

4. Makes written application for reemployment within the timeframe required by USERRA after discharge, separation, or release from military active duty and presents evidence of the discharge, separation, or release from military active duty.

An employee called for a military pre-induction physical examination will be allowed a reasonable time with pay, including travel time, to take the examination.

In accordance with USERRA, an employee with the City upon reemployment following military active duty will be allowed full credit for time spent in the military service for the purpose of computing eligibility for vacation and sick leave. The employee will be entitled to all seniority, rights, and benefits that the employee would have attained had the employee remained continuously employed with the City.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish uniform rules and procedures to govern the use and payout of leave not addressed elsewhere in this policy.

POLICY:

An employee on duty on the date of any national, state, or local election and who is eligible to vote in such elections shall be granted two (2) hours time off without loss of pay or benefits to exercise his/her right to vote if the employee cannot reach his/her polling place outside of working hours. Evidence of voter registration and voting may be required.

An employee called for jury duty or responding to a court subpoena shall be granted time off without loss of pay or benefits. The employee must provide his/her supervisor a copy of the jury summons or subpoena. An employee excused or released from jury duty or other court duty must immediately return to work for the remainder of his/her shift. The employee may retain any money paid by the courts.

An employee who makes donations of blood without receiving compensation will be granted time off without loss of pay or benefits. The employee will be excused for such time as it is necessary to make blood donations and to recuperate. The excused absence shall not exceed four (4) hours and will be authorized only for the day of the donation.

The City Administrator may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, civic function or meeting, or for purposes of coordinating with governmental and private agencies and entities in the interest of the City.
In circumstances not falling within these provisions, the City Administrator may authorize an employee to take leave, with or without pay, under mutually agreeable terms and conditions. The employee taking leave without pay shall not lose or gain seniority. All employee benefits will remain in effect during periods of authorized leave without pay.
The purpose of this policy is to establish uniform rules and procedures to govern the use and payout of training leave.

POLICY:

An employee that attends mandatory training will be compensated at his/her normal rate of pay. Mandatory training time will be compensated at the rate of one and one-half (1½) times if the training results in overtime for the work period. Training time shall include only the hours spent in actual attendance at training sessions. The employee will be paid for time spent traveling (except for meal periods) when travel occurs during normal working hours on their non-working days, such as Saturday, Sunday, and holidays. Travel that occurs outside of regular working hours as a passenger on an airplane, train, boat, bus or car, and where the employee is free to relax, shall not count as work time.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: ABSENCES AND LEAVES
TOpic: INCLEMENT WEATHER

SECTION NUMBER: 4.10
EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:
The purpose of this policy is to provide guidelines and procedures for employee attendance during periods of inclement weather conditions.

POLICY:
Although City of Haslet offices and facilities may remain open, the employee is expected to use his/her judgment in determining whether he/she can safely report to work due to inclement weather. If weather conditions are so severe that the employee is unable to safely report for work, the absence may be counted by use of one of the following methods:

1. Accrued vacation time.

2. Authorized absence without pay.

3. The employee may make up some or all of the time missed within the same work period.

If any City offices are closed due to adverse weather conditions the City Administrator will decide which departments or divisions will be closed and how pay will be handled.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding work attendance.

POLICY:

An employee is required to report to work on time, work his/her scheduled hours, and work overtime when necessary. The employee shall be at his/her place of work in accordance with City and departmental policies and regulations. Department Heads shall establish work schedules and maintain daily employee attendance records. The City Secretary shall maintain annual employee attendance records.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding performance standards.

POLICY:

It shall be the duty of the employee to maintain a high standard of cooperation, proficiency, and economy in his/her work for the City. Department Heads shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of the employee becomes a problem the employee should be notified at the time they are observed and appropriate action taken. Counseling and warning the employee in sufficient time for improvements should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere in these policies whenever it is in the best interest of the City.

It shall be the responsibility of the employee to maintain the standards of physical fitness required for performing their job.

An employee, regardless of work location and degree of public contact, is expected to maintain a good personal appearance and an acceptable standard of cleanliness and personal hygiene at all times.

The attitude and deportment of the employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City Administration and its programs and policies.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet Employees with guidelines and procedures regarding political activities.

POLICY:

It is the policy of the City of Haslet to encourage an employee to fully participate in his/her constitutional rights as citizens to vote and participate in political activities. Although the City encourages active participation in electoral activities, the employee should be aware of certain restrictions which apply to him/her.

The employee shall refrain from publicly using his/her position for or against any ballot, position, ballot proposition, or any candidate for public office in any jurisdiction.

No employee, while on duty, shall take an active part in any political campaign for an elective position. The term "active part" means making political speeches, passing out cards or other political literature, wearing buttons, writing letters, signing petitions, actively and openly soliciting votes, or making public derogatory remarks about the candidates.

The employee cannot be required to contribute money, labor, time, or other valuable things to any person for election purposes.

No employee may hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment.
Statement of Purpose:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding solicitation of contributions.

Policy:

Solicitation of contributions or anything of value for any purpose whatsoever shall not be permitted of or by a City employee on the job except with the express approval of the City Administrator. No employee shall be required to make any contribution nor be penalized or rewarded in any way in connection with his/her employment according to his/her response to the solicitation.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding outside employment.

POLICY:

The City of Haslet shall be the primary employer for all employees. An employee may be employed in any capacity in any other business, trade, occupation or profession while employed by the City of Haslet, so long as it is determined that such employment does not tend to bring the City into disrepute, reflect discredit upon the employee, or conflict with work performance as a City employee. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee will be subject to termination from City employment.

An employee subject to recall or emergency duty must receive written permission from the Department Head to work a second job. The Department Head may establish certain conditions before granting this permission.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: EMPLOYEE CONDUCT          SECTION NUMBER: 5.6
TOPIC: CONFLICT OF INTEREST          EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:
The purpose of this policy is to prohibit activities that may compromise an employee’s allegiance to the City of Haslet.

POLICY:

No employee of the City shall accept directly or indirectly, any gift, favor, privilege, or employment having a monetary value of fifty dollars ($50) or more from any person, firm or corporation doing business with, or seeking to do business with the City.

The employee shall not transact any business on behalf of the City with any person, firm, or corporation in which the employee is an officer, agent, member, or owns a substantial interest in the person, firm, or corporation doing business with, or seeking to do business with the City. When these circumstances exist, the employee shall file an affidavit in accordance with Chapter 171, Local Government Code.

No employee shall use his/her official position to solicit or secure special benefits for himself/herself or others.

No employee may directly or indirectly disclose information obtained solely by reason of his/her position for the employee’s own personal gain or benefit or for the private interests of others.

An employee may not serve on City boards or commissions.
STATEMENT OF PURPOSE:
This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing the City of Haslet to project a professional image appropriate for the City of Haslet and for their assignment.

STATEMENT OF POLICY:
The City of Haslet recognizes that the presentation of its employees in the workplace contributes to the professional environment and the public image of the City of Haslet. Therefore, the City of Haslet expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients and colleagues. The standards of grooming and hygiene outlined below set forth the minimum requirements to which all employees, contract workers, and temporary staff shall adhere to.

PERSONAL HYGIENE, GROOMING AND APPEARANCE STANDARDS
Every employee is expected to practice daily hygiene and good grooming habits in the workplace. The following hygiene, grooming and appearance standards shall apply to all employees unless an employee’s current assignment would necessitate an approved exception to the standards as set forth in further detail below:

HAIR
Hairstyles of all employees shall be neat in appearance and shall not be extreme (e.g., spiked, dreadlocks, partially shaved to form a design; colored an unnatural shade or sprayed with substances such as glitter, neon, or fluorescent colors). In addition hair length and style will be such that it does not interfere with the wearing of any issued headgear or safety equipment, or will not contribute to injury or unnecessarily interfere with normal work duties.
FACIAL HAIR
A short and neatly trimmed mustache may be worn. Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat. Beards shall be neatly trimmed and not present a bushy or unkempt appearance.

MAKE-UP
Make-up must be professional and conservative.

NAILS
Hands and nails should be clean and conservatively manicured.

FRAGRANCE
Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace. Employees finding a fragrance offensive will report it to their supervisor so appropriate action can be taken.

JEWELRY AND ACCESSORIES
Ear cuffs or ear gauges shall not be worn.

BODY PIERCING OR ALTERATION
(a) Earrings
1. Male employees will not wear earrings.
2. Female employees in a field duty assignment may wear one pair of conservative ear studs.
3. Female employees not in a field duty assignment may wear ear studs, hoops or dangle-type earrings as long as they do not present a safety hazard or distraction in the normal work environment due to their design, size, appearance, or number.
(b) Any other body piercing which is not concealed by the employee’s clothing is prohibited for wear when the employee is representing the City.
(c) Body alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to:
1. Tongue splitting or piercing.
2. The complete or transdermal implantation of any material other than hair replacement.
3. Abnormal shaping of the ears, eyes, nose or teeth.
4. Branding or scarification.

TATTOOS
While at work or representing the City of Haslet in any official capacity, every reasonable effort should be made to conceal tattoos or other body art.
ATTIRE GUIDELINES

All employees are expected to comply with safety regulations as dictated by departmental and industry standards. This may include the use of Personal Protective Equipment (PPE) such as hard hat, safety glasses, hearing protection, rubber boots, steel-toed boots, and SCBA or respirator.

Any uniformed employee is expected to clean and maintain the condition of his/her uniform. The issued uniform must be worn on each scheduled work day/shift, and when possible, when working an on-call, callback, or emergency assignment.

A non-uniformed employee is expected to be appropriately dressed in business casual attire Monday through Thursday. Male department heads are expected to wear ties Monday thru Thursday if they are not out working in the field. Non-uniformed employees may wear jeans on Fridays/Saturdays providing they are in good condition and appropriate for meetings with the public and vendors. However, business meetings scheduled in advance for Fridays do require Monday thru Thursday attire be worn. Clothing should be clean, comfortable, and appropriate for the job being performed, as determined by the Department Head and/or department procedures. Because all casual clothing is not suitable for the office, these guidelines will be followed:

Slacks, Pants, and Suit Pants
Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits
Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no more than 2 inches above the knee when standing. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with words, terms, logos, pictures, cartoons, or slogans (other than City of Haslet shirts); halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear
Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels (to include thong style shoes with a heel), and leather deck-type shoes are
acceptable for work. Flashy athletic shoes, flip-flops, and house slippers are not acceptable in the office, except that flip-flops can be worn on casual Fridays. Closed toe and closed heel shoes are required in the field.

**Conclusion**
If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue up to and including dismissal.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: EMPLOYEE CONDUCT  SECTION NUMBER:  5.8
TOPIC: DISCRIMINATION  EFFECTIVE DATE:  2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to comply with Title VII of the Civil Rights Act of 1964, which prohibits all forms of discrimination and/or harassment on the basis of race, color, ancestry, religion, national origin, age, sex, marital status, disability, genetic information, or veteran status.

POLICY:

The City of Haslet prohibits any and all forms of discrimination, including harassment because of age over forty (40), color, race, ancestry, religion, marital status, veteran status, national origin, disability, genetic information, or sex, including but not limited to verbal, physical, and visual. It is also the City of Haslet’s policy to prohibit any form of sexual harassment. The City of Haslet will investigate any complaint of discrimination and/or harassment and take timely and appropriate disciplinary action if it is found to have occurred. The City of Haslet also prohibits any retaliatory action against anyone who has complained in good faith about harassment or discrimination. This policy applies to all City agents and employees, including supervisors and elected or appointed officials, as well as volunteers, citizens, vendors, and visitors to the workplace.

All employees have the unconditional right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices including harassment. Any employee who has any questions or concerns about these policies should talk with his/her supervisor, Department Head, the City Secretary, or the City Administrator.

The employee is prohibited from engaging in discrimination, including harassment, which may include unwelcome verbal, physical, or visual conduct that is based on a
person’s race, color, ancestry, religion, national origin, age, sex, marital status, disability, genetic information or veteran status.

No employee shall be subject to or engage in sexually harassing conduct, including unwelcome sexual advances, request for sexual favors, or verbal or physical acts of a sexual or sex-based nature where:

1. Submission to the conduct is made an explicit or implicit term or condition of employment.

2. Submission to or reject of the conduct is used as the basis for an employment decision.

3. The conduct unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment.

Examples of behavior prohibited by this policy include:

1. Physical assaults such as rape, sexual battery, molestation, or attempt to commit these assaults.

2. Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, brushing against another person’s body, or poking at another person’s body.

3. Unwanted sexual advances, propositions, or other sexual comments.

4. Sexually-oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience.

5. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.

6. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of that employee’s rejection of sexual advances, speech or conduct.

7. Sexual or discriminatory displays or publications in the workplace or when engaged in City business by the employee, such as displaying pictures, posters, calendars, graffiti, objects, promotional materials, or reading materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing the material to read, display, or view at work.
8. Subjecting, or threats of subjecting, an employee to unwelcome attention or conduct or intentionally making performance of the employee’s job more difficult because of that employee’s race, color, ancestry, religion, national origin, age, sex, marital status, disability, genetic information or veteran status.

9. Retaliation for discrimination or harassment complaints, such as disciplining, changing work environments, providing inaccurate work information, refusing to cooperate or discuss work-related matters with an employee because that employee has complained about or resisted harassment or discrimination.

10. Other acts of a similar nature.

The City encourages any employee who encounter discrimination or harassment to firmly and promptly notify the offender that the behavior is unwelcome and that the conduct must stop. An employee who experiences or observes discrimination, harassment or retaliation must report the incident to a supervisor, Department Head, City Administrator or member of the City Council. The complaint may be oral or written. Supervisors must treat all complaints seriously and confidentially. Supervisors receiving such a complaint must report the complaint to the City Administrator or City Council.

Each complaint will be promptly and thoroughly investigated to determine whether harassment occurred. Within a reasonable time, investigator will produce a written report and provide a copy of the report to the complainant upon request. All complaints including anonymous complaints will be taken seriously and investigated. To the extent practicable and allowed by the Texas Public Information Act, the City will keep complaints and the terms of their resolution confidential.

An employee will not be subject to retaliation or discipline for reporting, pursuing, opposing or participating in a sexual harassment complaint in good faith.

An employee found to have violated this policy will be subject to disciplinary action, including but not limited to, written reprimand, transfer, demotion, suspension, or termination.

False, exaggerated or malicious complaints of harassment, discrimination or retaliation (as opposed to complaints which, even if erroneous, are made in good faith) will result in appropriate disciplinary action.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide procedures for requesting reasonable accommodations for applicants and employees with known physical or mental limitations.

POLICY:

The City complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended. No otherwise qualified individual shall be denied access to or participation in employment with the City solely on the basis of a disability. The City shall provide reasonable accommodation to a qualified individual with a disability except where an undue hardship would result or where a modification would result in a fundamental alteration of a program or position.

Each individual seeking accommodation due to a disability is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports. Information concerning a disability is treated in a confidential manner in accordance with applicable federal and state laws. Documentation presented may be reviewed by appropriate professionals to verify the existence of a disability. Further documentation may be required to substantiate the claim of a disability or to assist the City in determining appropriate accommodations.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for off-duty conduct.

POLICY:

It is not the City’s intent to intrude upon the private lives of its employees. The City does, however reserve the right to take disciplinary action, up to and including dismissal, in the event that an employee’s off-duty conduct is damaging to the City’s reputation or business, or interferes with the employee’s job duties.

Any employee who is convicted for any criminal activity must notify their supervisor no later than five (5) days after a conviction. Failure to do so may result in disciplinary action, up to and including termination.

An employee who is convicted for any criminal activity while off duty may be allowed to remain employed by the City, depending on the circumstances of his/her arrest and conviction, and the nature of their position with the City. If an employee is convicted under any drug or alcohol statute, continued employment with the City will be contingent upon the employee’s active participation in a recognized treatment program and the employee’s work schedule. Any convicted employee who is allowed to remain employed will be subject to periodic drug and/or alcohol testing.

An employee may be suspended with or without pay if indicted for a crime or official misconduct. If the indictment is dismissed or if the employee is acquitted, the suspended employee shall be reinstated to his/her former position or a similar one if the previous position is no longer available. The employee shall not lose any benefits and such suspension shall not be considered as disciplinary action.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures to assess whether their actions are proper and will contribute to creating a positive image for both the individual and the organization.

POLICY:

The City expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner.

The employee is expected to comply with all rules, regulations, and policies pertaining to job performance standards and personal conduct on the job.

The employee will always maintain accurate records and documents and will never tamper with or falsify any documents of any kind. The employee will not destroy any records or documents except as provided by laws and regulations.
**STREET OF PURPOSE:**

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the use of tobacco products while on duty.

**POLICY:**

The use of all tobacco products, including smokeless ones, is prohibited within any City building or City vehicle. Employee use of tobacco products in open-air vehicles is subject to the discretion and approval of his/her Department Head.

An employee will be allowed to smoke outside the City of Haslet facilities during his/her normal break period and lunch so long as the employee is at least twenty (20) feet away from an entrance or exit to the building. An entrance or exit to the building is defined to include any entry steps or ramps.

An employee shall responsibly dispose of all waste products generated by their use of tobacco products. A supervisor may prohibit the use of tobacco products in any area where employees fail to responsibly dispose of waste products generated by the use of smokeless tobacco products.
STATEDMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the use of an insignia as evidence of authority or for identification purposes as a City employee.

POLICY:

Use of an insignia as evidence of authority or for identification purposes as a City employee shall be restricted to use only in the performance of the employee’s official duties. No employee shall permit another person to use or wear City clothing with insignia. The employee must maintain possession clothing until separation from City service or upon promotion, transfers or demotion in which new clothing will be issued.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the purchase of City equipment or supplies.

POLICY:

No employee shall make purchases or financially obligate the City for purchases without the express approval of the City Administrator, City Council, or Department Head. The employee will be responsible for all unauthorized purchases.

Departmental requests for new City electric, gas, and telephone utility installations or additional service must be approved in advance by the City Council.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the safe use of City facilities, equipment, tools, and grounds.

POLICY:

The responsibility for a successful safety program in the work place rests with every employee. All levels of City management and supervision shall demonstrate commitment in and support of City safety regulations.

Every employee has the duty to be knowledgeable of safety rules applicable to the employee's work. The employee shall:

1. Follow all safety rules, posted safety signs, job safety training, and operating procedures applicable to the employee's work;

2. Immediately report accidents and injuries to the employee's supervisor, regardless of how minor;

3. Immediately report unsafe conditions, equipment, or acts, or fire or suspicion of fire to the employee's supervisor;

4. Maintain the employee's work area and work facility in a clean, healthful, and sanitary condition;

5. Maintain City equipment under the care of the employee in accordance with accepted safety practices applicable to the specific equipment and perform required
safety checks of the equipment both before and following operation of the equipment;

6. Smoke only in areas designated as "Smoking" areas;

7. Consume food and beverages in designated areas only.

Supervisors shall:

1. Train and instruct each new employee in the safety regulations affecting his/her position;

2. Provide ongoing training of all employees and provide training for any new equipment or processes introduced into the work place;

3. Oversee the purchase, maintenance, and administration of required protective equipment.

The employee shall use or wear protective equipment in areas of the City work place and in the performance of tasks for which it is required. Designated areas will be posted with a conspicuous sign that describes when and what type of protective equipment is required.

Protective equipment includes, but is not limited to: head protection, ear protection, face and eye protection, respiratory equipment, safety belts, protective footwear, gloves and special work clothing.

Departments may establish departmental safety rules necessary to ensure that the work areas are safe. The Department Head shall notify employees of all departmental safety rules and keep an updated copy of the departmental safety regulations readily available to each employee within the department. In addition, a copy of the regulation shall be filed with the City Secretary.
STATEMENT OF PURPOSE:

The City of Haslet seeks to inform its residents, businesses and visitors by engaging in a pro-active communications program. This program recognizes that one of the most effective and quickest ways to communicate City policies and activities to citizens is by working in partnership with the news media.

POLICY:

Inquiries from the news media are given a high priority by the City of Haslet and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate. The City Secretary is responsible for the City’s media relations. Each City employee should notify the City Secretary about media inquiries.

Departments should not initiate news media contacts before notifying the City Secretary. The City Secretary will approve all news releases by an employee prior to the release.

All public information requests should be forwarded to the City Secretary.

The City recognizes that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City's official policy. Therefore, an employee who writes letters to the editor of any newspaper may not use official City stationary. If an employee chooses to identify himself/herself as a City employee in any personal letter or email to the editor, he/she must include language which states the views set forth in the letter do not represent the views of the City, but rather, are the employee’s personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially
representing the City. An employee who is representing the City in any of the above formats must identify himself/herself as an official spokesperson for the City.
STATEMENT OF PURPOSE:

The purpose of this policy is to prohibit weapons or the verbal threat of the use of weapons, intimidation or violence, in the workplace to minimize risk of injury or harm resulting from violence to City of Haslet employees, property, or in City activities.

POLICY:

No employee shall possess firearms or any other dangerous weapons of any type in the workplace, City vehicles or facilities owned and/or managed by the City of Haslet. This prohibition applies even though an individual may be licensed in his/her private capacity to carry a concealed weapon. In addition, any other related object carried for the purpose to injure or intimidate others is not permitted in the workplace, City vehicles, or City facilities.

A "firearm" is any device designed to expel a projectile by means of an explosion and subsequent expanding gases.
"Dangerous knife" means any knife having a blade length of greater than three (3) inches measured from the point where the knife blade meets the knife handle to the tip.

Firearms or other dangerous weapons may include:

- Pistols, revolvers, shotguns, rifles, and the like;
- Dangerous knives (defined below) not necessary in the performance of work duties;
- Explosive devices of any kind;
- Sling shots, nunchaku sticks, and the like;
- Clubs, sand clubs, throwing stars, and the like;
- Metal knuckles;
- Air guns, pellet guns, blow guns;
- Dirks, daggers, and similar knives fitted for stabbing;
- Any replica or other item that simulates any of the above items.

A City employee is prohibited from engaging in any violent behavior towards others. Any physical, verbal or visual act (with or without a weapon) that threatens, attempts to intimidate, creates fear, or has the purpose of unreasonably interfering with an individual's work performance, creates an intimidating, hostile or offensive work environment is prohibited. This includes aggressive or hostile behavior, intentionally damaging property, committing acts motivated by, or related to, workplace harassment or domestic violence.

Violent behavior may include:

- Causing physical injury to another person;
- Making threatening remarks;
- Acting aggressively or hostiliey, creating reasonable fear of injury for another person or subjecting another individual to emotional distress;
- Damaging employer or employee property;
- Possessing a firearm or dangerous weapon while on City property or while on City business;
- Committing hostile acts motivated by, or related to, workplace harassment or domestic violence;
- Conducting harassing surveillance, i.e. stalking;
- Threatening weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

The employee will report any threat or behavior as outlined above. Any employee who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to his/her supervisor, Department Director, or the City Secretary.

The supervisor, Department Head, or the City Secretary will immediately take corrective action to resolve any violent behavior situation. This includes, but is not limited to, summoning police officers or calling 911.

The City Secretary will assist supervisors, managers, and Department Heads in investigating and preparing documentation for action surrounding an incident of violent behavior. In some cases, a referral to the employee assistance program may also be appropriate.

Incidents that constitute criminal acts will be referred to the Tarrant County Sheriff's
Occasionally an employee may face a threat from a person outside the workplace. If any employee has reason to believe an outsider may harm the employee in any way in the workplace, the employee is required to report those concerns to the employee's immediate supervisor.

If an employee has obtained any legal protection order, such as a No Contact" or "Anti-Harassment" or restraining order, against any other individual, and the employee believes the individual may attempt to contact that employee at the workplace in violation of the protective order, the employee is required to report those concerns to the employee's immediate supervisor, and to supply a copy of that order to the City Secretary. The City Secretary will place the copy in the employee's personnel file and will forward a copy to the Tarrant County Sheriff's Department. Such information will be kept confidential to the extent possible, but will be provided to appropriate personnel on a "need to know" basis.
STATEMENT OF PURPOSE:

The purpose of this policy is to prohibit employee fraternization with city council, boards and commissions, and consultants.

POLICY:

No employee of the City shall fraternize with any member of city council, a board or commission or consultant.

Fraternization in the workplace encompasses relationships that go beyond the normal scope of employee interactions and specifically refers to being in a personal relationship with a person who has a different rank or standing in the organization. Accusations may be made regarding those that fraternize outside of work by other staff that feel the situation puts them at a disadvantage. Those that have a relationship that goes beyond the normal employment scope can go through difficult periods, and tension caused in these instances may carry over into the workplace. Fraternization can also lead to development of cliques that take away from the idea of teamwork and collaboration within the workplace. These negative dynamics can filter into the workplace in general and decrease overall morale.
STATEMENT OF PURPOSE:
The purpose of this policy is to provide standards and guidelines for staff involved in the personal use of social media. The term “social media” refers to numerous third-party websites and online tools including but not limited to Facebook, Twitter, YouTube, and LinkedIn.

STATEMENT OF POLICY:
Confidential, proprietary and non-released City information should not be included in employees’ private social media activity. Private and personal information, pictures, and video about or depicting City employees, contractors, customers and constituents gathered through the employee’s professional activities must never appear online or be distributed by email or through SMS messaging.

An employee’s public image in social media, which can be associated with the City, should meet the standards of the workplace rules of conduct and maintain a positive online image that is consistent with the City’s goals and objectives. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video, and use of illegal substances are all examples of behavior that are considered inappropriate by representatives of the City of Haslet, and can lead to disciplinary action.

For employees with personal social media profiles and blogs:

- If an employee can easily be identified with, or identifies themselves as a City employee on their blog or other social media profile, they should make it clear that the views expressed in their blog entries do not necessarily reflect the City’s views. To help reduce the potential for confusion, the following notice—or something similar—should be put in a
reasonably prominent place on their site: “The views expressed here are mine alone and do not necessarily reflect the views of my employer.”

- Additionally, employees should not associate their private accounts with their City email address. Nor should they use the City logo or share pictures of themselves wearing City uniforms, unless approved by their department head, or in the case of a department head by the City Secretary, as promoting brand recognition or other municipal purposes.
- Employees should work with their direct supervisor if they have any questions about what is appropriate to include in their social media profiles.
- Employees are encouraged to be respectful to the organization, fellow employees, residents and other agencies.
- Employees not acting in their official capacity shall not represent or give the impression that they are acting in their official capacity.

Monitoring personal social media, including microblogging, SMS, text messaging, or instant messaging should not interfere with an employee’s work for the City and can lead to disciplinary action.
STATEMENT OF PURPOSE:

The purpose of this policy is to outline the City of Haslet’s disciplinary system and expectations that employees perform their job in a safe, efficient, respectful, professional, and productive manner.

POLICY:

The City of Haslet is an “at-will” employer and may terminate an employee at any time and for any reason, with or without cause, unless expressly prohibited by law. These procedures are established to provide appropriate guidelines in carrying out the policies of the City of Haslet regarding discipline. They are intended to address general application of the principles of disciplinary actions in typical situations. Disciplinary actions should include the importance of the City's responsibility to provide outstanding quality services to the citizens. These procedures address a broad range of performance deficits and conduct concerns. They are not intended to address every problem or situation that may arise. It is the responsibility of the supervisor or Department Head to determine the nature, extent, facts and circumstances in each disciplinary action and to use judgment in the application of these policies and procedures.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish grounds for disciplinary action.

POLICY:

The City Administrator, City Council, or Department Head may take disciplinary action against an employee for actions including, but not limited to, the following:

1. Illegal, unethical, abusive or unsafe acts;
2. Violation of City rules, regulations, policies, or procedures;
3. Insubordination;
4. Leave under false pretenses;
5. Incompetence;
6. Neglect or abandonment of duties;
7. Theft;
8. Participation in prohibited political activities;
9. Unauthorized soliciting while on duty;
10. Excessive or unauthorized absenteeism and tardiness;
11. Failure to conduct himself/herself in a courteous and proper manner while on duty;

12. Falsification of official documents or records;

13. Unauthorized use or disclosure of official information;

14. Unauthorized or improper use of official authority;

15. Possession, use, or being under the influence of drugs or alcoholic beverages while on duty;

16. Damaging City equipment, tools, machines, and/or property;

17. Wasting materials and supplies;

18. Carelessness, recklessness, and/or engaging in horseplay;

19. Moral turpitude or indecency;

20. Abuse of leave or other benefits;

21. Any threat or physical attack on any supervisor or co-worker;

22. Failure to properly document time and attendance records;

23. Discrimination, harassment, or retaliation;

24. Conviction of a felony or a misdemeanor impacting the employee's continued employment;

This list is intended to illustrate the more common causes for disciplinary action and is not intended to be all-inclusive.
The purpose of this policy is to identify the different types of disciplinary action that may be taken.

Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction and the record of the employee. Any type of formal disciplinary action may be invoked for a particular deficiency or infraction depending upon the exact circumstances. An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action such as oral reprimands. Informal disciplinary action must be documented in the employee’s official personnel file.

Supervisory personnel may take any of the following disciplinary actions:

1. Verbal warning. A record of each warning being noted in the employee’s official personnel file.

2. Written reprimand. A written reprimand shall describe the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee’s official personnel file. The Department Head must transmit the reprimand through the City Administrator before placement in the employee’s official personnel file.
3. *Suspension without pay.* An employee may be suspended without pay for up to thirty (30) calendar days in any one (1) calendar year. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequence of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file.

4. *Reduction in pay.* An employee’s pay may be reduced in the interest of good discipline. A notice of reduction must be given to the employee which describes the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee’s official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

5. *Demotion.* An employee may be demoted in the interest of good discipline. A notice of demotion must be given to the employee, which describes the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee’s official personnel file, but the employee shall not be disqualified from consideration for later advancement.

6. *Termination.* An employee may be terminated from City employment in the interest of good discipline. A notice of termination must be given to the employee that describes the deficiency or infraction involved and the employee’s right to appeal, if any.

Nothing in this section negates the authority and responsibilities of a supervisor to take the disciplinary action the supervisor believes appropriate based upon the relevant circumstances, nor prohibit the supervisor from discharging an employee for the first instance of gross misconduct.
STATEMENT OF PURPOSE:

The purpose of this policy is to safeguard the rights of all employees, to ensure that all employee actions are judged by fair and equitable standards, and to require that all rules are applied on an equitable basis.

POLICY:

An employee may appeal any disciplinary action taken against the employee if the employee feels that they have been disciplined unfairly, too harshly, or inappropriately. The appeal must be in writing to the City Secretary within five (5) working days following disciplinary action. Such disciplinary action may be stayed pending a decision on the appeal, or may take effect at any time after issuance of the discipline as determined by the disciplinary authority. The City Administrator shall have broad authority to approve, disapprove, modify, or rescind any disciplinary action taken or proposed. The City Administrator shall attempt to resolve the issue within ten (10) working days. The City Administrator’s decision is final.

These procedures are guidelines only, and it is recognized that it may not be possible to adhere to them in every case. They are not intended to impose on the City any burden of furnishing an employee with substantive or procedural due process.
The purpose of this policy is to provide fair, equitable, and timely grievance procedures for all employees.

POLICY:

A grievance shall mean an alleged violation or inequitable application of rules, regulations, procedures or policies of the City of Haslet. A grievance is a dispute between two or more employees; or between an employer and employee concerning interpretations or applications of any provisions of rules, regulations, procedures or policies relating to work which adversely and directly affects the aggrieved employee. The grievance procedure may not be used to complain about disciplinary action.

An employee is encouraged to make reasonable efforts to resolve a dispute before filing a formal grievance.

An employee should make an effort to address any grievance in a timely manner. In any event, a grievance must be filed with the Department Head within five (5) working days from the date of the alleged violation or event that created the grievance, or within five (5) working days after the employee becomes aware of the event giving rise to the grievance.

It shall be the responsibility of the Department Head to study the grievance and attempt to resolve it within ten (10) working days. Further discussions with the aggrieved party are encouraged. If the grievance cannot be satisfactorily resolved within ten (10) working days, the Department Head shall refer it with comments and/or recommendations to the City Administrator. The City Administrator will review the matter and issue a determination. The determination of the City Administrator is final.
The supervisor and employee should make every effort to resolve grievances at the lowest level possible. The employee shall be kept informed of the status of his/her grievance. If a person in the supervisor chain fails to resolve or refer a grievance within ten (10) working days, the employee may present the grievance directly to the next higher level of supervision. Punitive action shall not be taken against an employee for submitting a grievance in accordance with these guidelines.

The employee should always keep in mind the responsibility of the City to its citizens and to the public. It is the responsibility of the employee to assist in discharging this duty by contributing a good working relationship among City of Haslet employees.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding medical insurance benefits.

POLICY:

A regular full-time employee has medical, life, dental, and vision coverage available to him/her. Details regarding the coverage available to the employee and his/her dependents may be obtained from the City Secretary.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: EMPLOYEE BENEFITS
SECTION NUMBER: 7.2

TOPIC: WORKERS’ COMPENSATION INSURANCE
EFFECTIVE DATE: 2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees guidelines and procedures regarding worker's compensation insurance benefits.

POLICY:

Any City employee during the course and scope of employment for the City may be eligible for worker’s compensation benefits from the City’s insurance carrier at no expense to the employee. Benefits may include:

1. Payments for reasonably required and necessary medical treatment;

2. A statutory amount that provides a portion of the employee’s average weekly wage while the employee is unable to work for a specified period of time;

3. Additional monetary benefits for permanent disability suffered as a result of the on-the-job injury.

Worker’s compensation entitlements are subject to termination for grounds specified by State law. The City may contest any claim for reasons authorized by law.

An employee may use any physician that accepts workers’ compensation payments to administer the treatment in connection with the on-the-job injury. The City will pay (or reimburse the employee for the payment of) the cost of such treatment so long as the employee meets the eligibility requirements of the Act, and the charges are reasonable and necessary within the Texas Department of Insurance Division of Workers' Compensation guidelines.
STATEMENT OF PURPOSE:

The purpose of this policy is to inform City of Haslet employees about their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

POLICY:

If an eligible employee, or the employee’s dependent, is covered by the City’s group medical insurance, the employee may have the right to choose continuation of coverage if he/she loses his/her medical insurance. To be eligible for continuation of coverage, an employee, or the dependent, must be enrolled in the City’s group health plan on the day before the qualifying event takes place. Qualifying events for an employee include a reduction in hours of employment or the termination of his/her employment, except for reasons of gross misconduct.

If the spouse or dependent of an employee is covered by the City’s medical insurance, qualifying events occur upon:

1. The employee’s loss of medical insurance due to a reduction in hours of employment or the termination of his/her employment, except for reasons of gross misconduct;

2. The death of the employee;

3. The divorce or legal separation from the employee;

4. The employee becomes entitled to Medicare;

5. The child’s loss of dependent status.
COBRA premiums will be established annually or more often as deemed necessary by the City. For more information regarding COBRA coverage and eligibility, see the City Secretary.
STATEMENT OF PURPOSE:

The purpose of this policy is to inform City of Haslet employees about their benefits under the Texas Municipal Retirement System (TMRS).

POLICY:

The City is a member of the Texas Municipal Retirement System (TMRS). The purpose of the system is to provide a plan for the retirement and disability of employees of the Texas municipalities. Participation in this system is compulsory for all full-time employees who have not reached the age of sixty (60) years. Participation in this system begins upon employment with the City. The employee shall contribute a percent of his/her salary through payroll deduction into the retirement plan. The City contributes a percentage of the employee’s salary on behalf of the employee.

Deposits made into TMRS are not eligible for withdrawal at any time during employment. An employee may withdraw funds upon termination of City employment but forfeit the City’s portion of deposits and interest earned if the withdrawal is for any reason other than retirement. For more information regarding TMRS and retirement eligibility, see the City Secretary.

In addition to the retirement plan, the City provides an In-Service Death Benefit for its employees participating in the Texas Municipal Retirement System. This death benefit is payable to the beneficiary upon death of the covered employee. The amount payable to the beneficiary is equal to the annual salary of the covered employee. This supplemental benefit is provided by the City at no cost to the employee.
STATEMENT OF PURPOSE:

The purpose of this policy is to inform City of Haslet employees about professional memberships and subscriptions as applicable to their position.

POLICY:

Whenever possible, the City will participate in the cost of professional memberships and subscriptions for an employee when applicable to his/her position. A request for memberships and subscriptions is subject to the availability of funds and the approval of the City Administrator prior to participation.
CITY OF HASLET
PERSONNEL POLICIES

SECTION:  TRAVEL  SECTION NUMBER:  8.1
TOPIC:  TRAVEL AUTHORIZATION  EFFECTIVE DATE:  2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for business-related travel.

POLICY:

The City Administrator may authorize travel leave and expenses for City business occurring outside the City. All travel requests must be approved by the Department Head and the City Administrator prior to its occurrence. Any employee traveling on official City business shall provide contact information to his/her supervisor while the employee is away.
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for transportation for business-related travel.

POLICY:

Normally when travel is required for City business a City or personal vehicle may be used when such travel distances are within two hundred and fifty (250) miles. For travel beyond two hundred and fifty (250) miles, air transportation may be approved by the City Administrator.

All approved transportation expenses will be reimbursed as follows:

1. When an employee uses his/her personal vehicle all travel mileage will be paid at the IRS established rate. Any parking fees will be reimbursed with proof of receipt.

2. When a City vehicle is used all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) will be reimbursed with proof of receipt.

3. When air travel is permitted, the cost of such airfare will be reimbursed. Additionally, reimbursement will be made for the use of rental cars, taxi, or bus fares, provided such expenses are necessary and reasonable.

Alternative routes which are desirable because of personal affairs of the employee can be used, but only on the employee’s time and expense. Mileage and other expenses incurred during the alternate route must be shown on the expense account or shown on the travel advance request.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: TRAVEL  SECTION NUMBER: 8.3
TOPIC: FOOD AND LODGING  EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for meals and lodging while on business-related travel.

POLICY:

Whenever authorized by the City Administrator, actual food and lodging expenses associated with official City business travel shall be reimbursed. Receipts will be required. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by City Administrator. It shall be the policy of the City to reimburse only lodging that is economical and practical. Exceptions to this may be granted when cheaper hotel rooms are unavailable or where conferences are held in or nearby the hotel. Meal expenses shall be kept within reason and any excessive costs must be justified.

Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in Section 8.4.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: TRAVEL

TOPIC: ENTERTAINMENT

SECTION NUMBER: 8.4

EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for entertainment while on business-related travel.

POLICY:

The City Council realizes that on occasion, it is necessary to entertain dignitaries, federal, state, and business representatives whenever it may be deemed in the best interest of the City. Such expenses may be reimbursed at the discretion of the City Administrator. Receipts will be required before reimbursement can be made. Whenever practical, prior authorization for entertainment expenses should be obtained from the City Administrator.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for requesting advances and obtaining reimbursements for business-related travel.

POLICY:

An employee traveling on City business may draw a minimum, but sufficient cash advance from the City Secretary. All unused travel advances shall be refunded to the City immediately upon return from the business trip. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced and disciplinary action, up to and including termination. All cash advances and expenditure reports shall be submitted as required by the City Accountant.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for registration for business-related conferences, workshops, classes, or seminars.

POLICY:

If travel is required for a conference, workshop, class, or seminar to obtain or renew certifications required by the employee’s position, the City will pay the registration fees subject to the approval of the Department Head. If travel is requested for a conference, workshop, class, or seminar relating to the employee’s position, the City may pay the registration fees subject to availability of funds and approval by the Department Head. Travel to a conference, workshop, class, or seminar unrelated to the employee’s position will not be reimbursed.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: CITY PROPERTY
TOPIC: PROPERTY CONTROL
SECTION NUMBER: 9.1
EFFECTIVE DATE: 2/14/2011
REVISION DATE:

STATEMENT OF PURPOSE:
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for the use of City property.

POLICY:

All desks, lockers, vehicles, equipment, tools, and supplies purchased or leased by the City remain property of the City and may be subject to inspection at any time by the Department Head or the City Administrator. City property is to be used only to conduct City business. No employee shall use these items to conduct his/her personal affairs.

An employee shall only utilize City copiers and printers for City business unless making restitution in accordance with established guidelines and procedures.

All gasoline obtained from City pumps or purchased with a City credit card shall be properly logged. Gasoline usage reports shall be filed as required by the Department Head.

The Department Head shall ensure that property under his/her control is properly accounted for and safeguarded. The City Secretary shall maintain an up-to-date inventory of all City property.

An employee who causes or permits loss of City property through negligence, misuse, or abuse may be subject to a payroll deduction provided that such deduction is not less than minimum wage for the repair or replacement of the property and disciplinary action up to and including termination.
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for driving or riding as a passenger in a City vehicle.

### POLICY:

All City vehicles are intended for official City business only. The City Council may extend the use of a City vehicle according to need and circumstances to another public agency for uses beneficial to the general public. Use of a City vehicle is limited to the City of Haslet area unless otherwise approved by the City Administrator.

Except for maintenance, service and repair, only City officials and employees are allowed to operate a City vehicle. A passenger of a City vehicle is restricted to an employee or person on official City business.

A driver of a City vehicle must possess a current and valid Texas Driver’s License in an appropriate class for that vehicle. A driver must be insurable under the City’s automobile insurance plan as determined by the insurance underwriter.

An employee may not operate a City vehicle while under the influence of illegal drugs, alcohol, medication, or prescription drugs that may influence his/her reflexes or judgment.

Any traffic citations issued to a driver or passenger(s) of a City vehicle will be the sole responsibility of the driver or passenger(s). The receipt of a traffic citation must be reported to the City Secretary within one (1) business day.
A City vehicle may not be used for personal use during or after an employee’s assigned working hours, except as may be authorized under Section 9.3 of these policies. A City vehicle shall not be used to transport private citizens or family members except on official business or in cases of emergency.

The use of a City vehicle may be granted to an employee for a City sponsored or community event if pre-approved by the City Administrator.

If an employee is involved in an accident while driving a City vehicle, the employee should attempt to obtain the name(s) and address(es) of any witness(es), as well as the name, address, driver’s license number, and insurance carrier information of the involved party. The employee should notify his/her Department Head immediately after notifying emergency help in the event of an accident. At no time at the scene of an accident should an employee admit guilt or accept liability on behalf of the City for any damages or injuries resulting from an accident.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for taking home a City vehicle.

POLICY:

If a City employee is assigned a City vehicle to operate in the course and scope of his/her duties and is allowed or required to drive the vehicle to or from his/her residence, the vehicle shall be kept within a reasonable response range that will permit the vehicle to be available in case of an emergency. A City vehicle allowed to be at an employee’s residence may not be used for personal use, in the transportation of family members or a passenger, or driven by private citizens at any time.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for driving or riding as a passenger in a City vehicle and maintaining and/or caring for a City vehicle.

POLICY:

An employee assigned the use of a City vehicle will be responsible for the maintenance and care of the vehicle. Damage arising from misuse or neglect attributable to employee negligence may result in disciplinary action up to and including termination of the employee.

An employee shall not operate a City vehicle that is unsafe. The employee will be responsible for exercising good judgment and performing a cursory inspection prior to operating the vehicle. The driver and passenger(s) will be individually accountable for abiding with all laws pertaining to vehicles and their operation.

A driver and passenger(s) in a City vehicle are required to use seat belts.

It will be the employee’s responsibility to properly fill out any paperwork associated with the use, mileage, maintenance or repair of a City vehicle.

An employee who becomes injured or ill while operating a City vehicle should obtain assistance rather than try to operate the vehicle.
STATEMENT OF PURPOSE:

The City recognizes that drug and alcohol abuse ranks as one of the major health problems in the world and adversely affects an employee's performance and safety on the job. The City provides a drug-free working environment for its employees. The objective of this policy is to provide a drug and alcohol-free workplace, which will foster safety and productivity, and to provide education and treatment to employees.

POLICY:

To maintain a drug-free workplace, the City prohibits the unlawful manufacture, distribution, dispensing, possession, sale, purchase, use, or presence of illegal drugs, alcoholic beverages, or drug paraphernalia in the workplace, during working hours, or in a City vehicle.

The City reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including, but no limited to, lockers, desks, file cabinets, City vehicles and an employee’s personal vehicle parked on a City parking lot. All such searches must be authorized by and conducted under the direction of the City Administrator or his/her designee, and the grounds for such search must be described in writing prior to the search. An employee who refuses to cooperate during such unannounced searches shall be subject to disciplinary action, up to and including termination.
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for drug and alcohol testing following a vehicular or other type of accident while the employee is on duty.

POLICY:

An alcohol and drug test will be administered to an employee who, while on duty, is involved in a vehicular or other type of accident if:

1. The accident involved loss of human life;

2. The employee received a citation for a moving violation arising from the scene of the accident;

3. The accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment;

4. One or more motor vehicles incur damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle;

5. The accident caused major property damage, estimated at or above $2,500.00.

An employee shall be subject to post-accident alcohol and drug testing as soon as practicable following the accident. The employee subject to post-accident testing shall be subject to a breath alcohol test not later than eight (8) hours following the accident and to a drug test no later than thirty-two (32) hours following the accident. If an alcohol
test is not administered within two (2) hours following the accident, the reasons the test was not administered shall be documented. If an alcohol test is not administered within eight (8) hours following the accident, attempts to administer the test shall cease and the reasons for the delay documented. If a drug test is not administered within thirty-two (32) hours following the accident, attempts to administer a drug test shall cease and the reasons the test was not promptly administered documented.

An employee who is subject to post-accident testing shall remain readily available for such testing or shall be deemed to have refused to submit to testing. Nothing herein shall be construed to require the delay of necessary medical attention or to prohibit the employee from leaving the scene of the accident for the period of time necessary to obtain assistance in responding to the accident, obtain necessary medical treatment for injured people, or to obtain materials necessary to secure the accident site.

The supervisor, employee, or other City employee must contact the Department Head, or designee, regarding the need for post-accident testing.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for testing of drugs or alcohol for when a Department Head or supervisor has reasonable suspicion that an employee, at work or when reporting to work, appears to be using alcohol or illegal drugs, under the influence of alcohol or illegal drugs, or otherwise impaired.

POLICY:

When a Department Head or supervisor has a reasonable suspicion that an employee, at work or when reporting to work, appears to be using alcohol or illegal drugs, under the influence of alcohol or illegal drugs, or otherwise impaired, the employee will be required to consent to a drug and alcohol test.

Circumstances which constitute a factual basis for determining reasonable suspicion may include, but are not limited to the following:

1. Direct observation of drug or alcohol use or possession;

2. Possession of drug paraphernalia;

3. Observation of physical symptoms of drug or alcohol use, such as slurred speech, red watery eyes, dilated pupils, drowsiness, or sleeping;

4. Sudden, unexplained personality changes, drastic mood swings, or changes in personal habits, including inattention to personal hygiene or frequently borrowing money;

5. Documented deterioration of an employee’s job performance, which may include excessive absenteeism or tardiness;
6. Information provided by a reliable or credible source, which is independently corroborated;

7. Odor of alcohol or illegal drugs;

8. Involvement in accidents or injuries in which obvious precautions were not taken, improper or careless orders were given, or an unusually reckless attitude is present;

9. Arrest or conviction for a drug or alcohol-related offense on or off the job, or the identification of an employee as the focus of a criminal investigation into illegal drug use, possession, or trafficking.

Reasons for reasonable suspicion shall be documented. In establishing a basis for reasonable suspicion, the Department Head or supervisor will interview the employee about possible causes for the observed behavior, and will describe the incident in writing. This process will serve to document the circumstances leading to the conclusion that a test for the presence of an illegal drug or alcohol is warranted.

Once the initial interview and written description has been completed, the Department Head must contact the City Administrator for review of the documentation. The City Administrator must concur with the Department Head’s recommendation before a drug and alcohol test is performed. Outside of regular working hours or at times when the City Administrator is not available for consultation, a Department Head may order an employee to submit to an immediate drug and alcohol test, pursuant to the guidelines outlined in this section. The City Administrator must be notified of the testing at the earliest opportunity, and the City Secretary will maintain all records relating to the incident.
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for conducting drug and alcohol tests.

**POLICY:**

An employee required to submit to a drug and alcohol test will be required to sign a consent form provided by the City Administrator. Refusal to sign the consent form shall be considered a refusal to take a drug and alcohol test. An employee who refuse to submit to a drug and alcohol test shall be subject to disciplinary action, up to and including termination.

All drug and alcohol tests will be conducted under the supervision of the City's designated physician or testing facility. Testing will be performed using a specimen of urine, or other bodily fluid suitable for testing. Collection of specimens, delivery of specimens to a laboratory, and laboratory testing will be conducted in accordance with relevant security-related provisions of the Mandatory Guidelines for Federal Work Place Drug Testing Programs. Laboratory testing will be conducted only by laboratories that have been certified by the Department of Health and Human Services. The City will screen for all substances required by the Mandatory Guidelines for Federal Work Place Drug Testing Programs and the cut levels for a positive result established therein.

In the event that a positive finding may have been caused by the use of a prescribed medication, the employee or applicant will be given the opportunity to confer with the supervising physician, and to present a current prescription for a medication that caused the positive test result. If the physician finds the prescribed medication to be the legitimate cause of the test result, the overall test results will be reported to the City as “negative”, and the employee or applicant shall not be subject to any adverse action as
a result of the drug test but may be disciplined for failure to report the use of prescription medication as required by Section 10.7 of these policies.

An employee or applicant who tests “positive” may request a re-test of the original sample at his/her own expense. The employee’s request for a re-test must be made in writing to the Department Head within three (3) working days of receipt of the test results. The applicant must submit a written request for re-testing to the City Administrator within three (3) working days of receipt of the test results. The same laboratory may perform re-testing, or by a second laboratory that meets the City’s laboratory certification requirements. Proper chain-of-custody procedures must be followed when transferring specimens.

Any current employee who tests positive for the presence of illegal drugs or alcohol in a reasonable suspicion or post-accident drug and alcohol test shall be subject to disciplinary action, up to and including termination.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for the security of drug and alcohol test results.

POLICY:

Drug and alcohol test results will be held in the strictest confidence. The personal identification of the applicant or employee failing to pass the test will not be communicated to anyone other than the applicant or employee and select City management on a need-to-know basis. In appropriate cases, test results may be disclosed when the information is compelled by law or by judicial or administrative process. The applicant or employee who is tested will be provided with a copy of the test results if requested in writing. Dissemination of information by an employee relating to test results to any person who has no need to know will result in disciplinary action, up to and including termination.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: DRUG FREE WORKPLACE  SECTION NUMBER: 10.6
TOPIC: SELF DECLARATION  EFFECTIVE DATE: 2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for identifying themselves as an abuser of drugs or alcohol and voluntarily seeking counseling and rehabilitation through a recognized treatment program.

POLICY:

Any employee may identify himself/herself at any time as an abuser of drugs or alcohol and voluntarily seek counseling and rehabilitation through a recognized treatment program approved by the City. In these instances, the employee will be permitted the use of available leave subject to the provisions of Section 4: Absences and Leaves. An employee undergoing treatment will be required to authorize disclosure of their treatment progress to the City Administrator. An employee who fails to actively participate in and comply with the rules of the rehabilitation program will be subject to immediate revocation of his/her leave and termination from employment.

The City will provide the employee with a confidential referral for assistance in resolving or accessing treatment for misuse or abuse of alcohol or drugs. The cost of treatment, counseling, or rehabilitation resulting from referral will be the responsibility of the employee. The City’s group health plan may provide benefits for substance abuse treatment.

Voluntary disclosure of alcohol or drug abuse may not be used to avoid drug and alcohol testing. Once the process of establishing reasonable suspicion has been initiated, or an accident or injury has occurred, an employee may not seek treatment in an effort to avoid testing and possible disciplinary action.

An employee who has completed a drug or alcohol rehabilitation program will be subject to periodic unscheduled testing for two (2) years after completion of the program. AN
employee who successfully completes treatment for the abuse of drugs or alcohol and is found during working hours to be in possession of or under the influence of alcohol or drugs, or tests positive at any time during the two (2) year testing period will be subject to immediate termination.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: DRUG FREE WORKPLACE

TOPIC: PRESCRIPTION OR OVER-THE-COUNTER DRUG USE

SECTION NUMBER: 10.7
EFFECTIVE DATE: 2/14/2011
REVISION DATE:

STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for the use of prescription or over-the-counter medications while on duty.

POLICY:

The City recognizes that employees may from time to time need to take prescription or over-the-counter medications that may cause light-headedness, weakness, dizziness, drowsiness, sedation, loss of coordination, disorientation, or other comparable side effects. The employee is required to notify his/her supervisor prior to reporting for duty if his/her performance is compromised or diminished from use of prescription or over-the-counter drugs. It is the responsibility of the employee to request reassignment to other duties or use of available leave for the duration of impairment. An employee who fails to notify his/her supervisor of such impairment and continues to work, may be required to take available leave, or to perform other assignments. If supervisory intervention is required, the employee will be subject to disciplinary action.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: DRUG FREE WORKPLACE
TOPIC: ON CALL/CALL BACK

SECTION NUMBER: 10.8
EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:

The City recognizes that drug and alcohol abuse ranks as one of the major health problems in the world and adversely affects an employee’s performance and safety on the job. It is necessary and required by law for the City to provide a drug-free working environment for its employees. The objective of this policy is to provide a drug and alcohol-free workplace, which will foster safety and productivity, and to provide education and treatment to employees.

POLICY:

An employee who is on-call is expected to be free of alcohol or illegal drugs, and available to report for duty for the duration of their on-call status. An on-call employee who fails to report for duty, or who reports for duty under the influence of alcohol or drugs, may be subject to drug and alcohol testing and disciplinary action, up to and including termination.

The City recognizes that, in rare instances, an employee who is not on-call may be requested to report for emergency or unexpected duty. An employee who may be under the influence of alcohol or legally obtained medication must report this fact to his/her supervisor before reporting for duty. In no event will the employee reporting for emergency duty under the influence of alcohol or legally obtained medication be allowed to operate City vehicles or equipment. An employee may decline calls for emergency duty because of off-duty use of alcohol or legally obtained drugs. In this event, the employee will not be subject to disciplinary action or penalty.
STATEMENT OF PURPOSE:

The City recognizes that drug and alcohol abuse ranks as one of the major health problems in the world and adversely affects an employee’s performance and safety on the job. It is necessary and required by law for the City to provide a drug-free working environment for its employees. The objective of this policy is to provide a drug and alcohol-free workplace, which will foster safety and productivity, and to provide education and treatment to employees.

POLICY:

The moderate use of alcoholic beverages at City-sponsored employee social function will be permitted provided that the employee does not use a City vehicle to or from the event. The employee is encouraged to monitor their alcohol use at such events and to arrange for a designated driver or some form of public transportation.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: TELECOMMUNICATIONS  SECTION NUMBER: 11.1
TOPIC: TELEPHONE  EFFECTIVE DATE: 2/14/2011

STATEMENT OF PURPOSE:
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for the use of City telecommunications equipment.

POLICY:
Telephone calls should be answered promptly and courteously. Personal calls shall be limited so as not to interfere with City business. The Department Head shall be responsible for assuring all long distance calls are made for necessary City business.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures for the use of City telecommunications equipment.

POLICY:

Cell phones are provided to City employees on an as-needed basis. City cell phones are assigned for City related business and any non-related business calls should be kept to a minimum.
STATEMENT OF PURPOSE:

The purpose of this policy is to provide for the standardization and compatibility of computer systems for City use, to protect the integrity of City data, and provide guidelines for the security and use of City computers and data.

POLICY:

The City is committed to following a plan that will ensure the standardization and compatibility of software, hardware, and data used for City business. The City is committed to protecting the integrity of the data generated within its computer environment from virus attacks, data corruption, and system hacking by unauthorized persons. This should help preserve the legal privacy of information regarding employees, citizens and business affairs in accordance with existing laws and other City policies, and protect from large unexpected disasters. Such disruptions cannot only lead to the loss of valuable data, but also to an increase in workload for a City employee.

The City realizes that the employee spends a significant portion of his/her day at work and there will be occasions when it will be reasonable or even necessary to use the City's electronic and telephonic communications systems for personal and non-work related activities. To that end, the City does not prohibit usage for purposes that are unrelated to work, provided that such usage:

1. Is limited;
2. Does not interfere with work performance or business needs; and
3. Is in full compliance with this policy.
The employee is responsible for the protection of data and information in his/her custody from accidental or intentional misuse, disclosure, modification or destruction. All data and information contained within the computer network or on City equipment is subject to the Texas Public Information Act, and may be accessible to the public under that Act upon request.
STATEMENT OF PURPOSE:

The purpose of this policy is to protect all software copyrights and adhere to software license agreements to which the City is a party.

POLICY:

It is the City’s policy that only fully licensed software purchased and installed by the City shall be used by City employees. Licensed means the City has purchased the number of software licenses required for the number of users, as specified by the manufacturer.

An employee cannot purchase or install any software (including screen savers) on his/her City computer. Approved software will be installed on computers and or the network by the City’s authorized network administrator. An employee may present his/her request for any additional software other than what is provided to his/her Department Head.

The City Secretary will keep on file copies of all licenses, purchase documentation, and any forms that prove the City’s software was purchased legally.

Licensed software is protected by federal copyright law. Under the provisions of the copyright law, it is illegal to make a copy of software for any reason, other than as a backup, without permission of the copyright holder. Civil penalties and criminal penalties can be imposed for organizations and individuals that break copyright law.
CITY OF HASLET
PERSONNEL POLICIES

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**STATEMENT OF PURPOSE:**

The purpose of this policy is to protect City hardware and ensure compatibility and standardization.

**POLICY:**

It is the City's policy to protect its employees, computers, monitors, printers, accessories, cabling, and power supplies from harm, damage and loss.

A City employee is prohibited from tampering with, connecting, adding, installing, disconnecting or removing any hardware or accessories to his or her computer. An employee may present his/her request for any additional hardware to his/her Department Head.

The purchase of any computer hardware or accessories without prior authorization by the Department Head is prohibited.

The employee shall be liable for the cost of any damage to or loss of City property brought about by the employee’s failure to adhere to this policy.
CITY OF HASLET
PERSONNEL POLICIES

SECTION: TELECOMMUNICATIONS  SECTION NUMBER: 11.6
TOPIC: EMAIL  EFFECTIVE DATE: 2/14/2011

REVISION DATE:

STATEMENT OF PURPOSE:
The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the use of email.

POLICY:

Email accounts are to be used to facilitate communication when conducting City business and personal use should be limited.

Electronic mail (email) is considered a public record and may be subject to public disclosure in accordance with applicable law. Use of email and deletion of messages should be done with caution.

An employee must not open or forward email received from unknown sources, or those that contain undefined or unexpected attachments, as they may contain viruses or other harmful or inappropriate content or information. The employee must delete such emails as they are received since opening them may constitute a threat to the integrity of the City’s computer systems.

The employee is prohibited from disclosing confidential or non-public information relating in any way to the City or its citizens. The employee is prohibited from using email to transmit confidential or non-public information to any person or party outside of his/her physical site of employment. The employee who has a business need to use email to transmit confidential or non-public information to any party must first obtain the approval of his/her Department Head, who will determine whether security measures are necessary to ensure that the confidentiality of the transmission is not compromised. The employee shall discourage senders from sending cartoons, jokes or offensive emails and shall not forward emails of this nature.
The employee shall not download .exe files, or any other file that has not been authorized by his/her Department Head.

The employee shall limit personal emails. Excessive use of personal emails will result in termination of the user account.

The employee shall not create, send, post, transmit or forward any other electronic or telephonic communication containing statements that are derogatory toward any person or group.

The employee shall not view, download, display, or transmit sexually explicit images, messages, cartoons, or any communication that can be construed as discrimination, harassment, or disparagement of others based on their gender, race, national origin, age, disability, religion, or any other protected classification.
# CITY OF HASLET PERSONNEL POLICIES

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## STATEMENT OF PURPOSE:

The purpose of this policy is to provide City of Haslet employees with guidelines and procedures regarding the use of internet access.

## POLICY:

Internet access is provided by the City and shall be used for official City business only during regular scheduled work hours. Internet access during employee breaks, meals, before or after work may be used at the employee’s workstation in accordance with internet policies, as established by the City Council.

Internet access shall not be used for financial gain, commercial, illegal or illicit activity. The transmission or knowing reception of vulgar, profane, pornographic, racially or gender insensitive material is strictly prohibited. Any violation of City policy, Penal Code or Civil Statute may subject the employee to immediate disciplinary action, up to and including termination. The Department Head shall be responsible at all times for the proper use of the Internet.

Internet access should not be used for updating social media sites, including updating personal pages or profiles. Time spent on social media sites should be limited in the same manner as time spent on the telephone or internet when conducting personal business.

A City employee may not post discriminatory, defamatory, libelous or slanderous comments when discussing the City, its governing body, supervisors and employees on social media sites. The employee shall refrain from using any City logo on his/her personal social media site.

The employee must comply with City policies and personal sites may be monitored to
determine compliance with City policies.

The employee is prohibited from distributing City copyrighted software or documentation via the Internet without prior approval of the City Administrator. Just as the employee would be legally responsible for quoting references of printed information, such are the rules with Internet-derived information. Unlike printed material, much of the information on the Internet is completely free of copyright, but it is still the employee’s responsibility to determine the copyright or ownership of any information retrieved.

The City Secretary shall maintain a directory of all City Internet accounts, which shall include the Internet provider, account number, and Department Head to which the account is assigned. Passwords for each account shall be recorded and maintained by each Department Head.

The employee accessing the Internet should not assume any level of anonymity. Outside users wishing to identify users associated with the City can do so easily. Records of Internet use are subject to the Texas Public Information Act.
STATEMENT OF PURPOSE:

The purpose of this policy is to protect the data and information contained within the City network.

POLICY:

Virus detection software shall be installed and running at all times on each City workstation. The employee shall scan all files downloaded from the Internet. The employee must not intentionally disable the anti-virus software for any reason. If an employee feels that the anti-virus software is not functioning correctly, then he/she should notify his/her Department Head for corrective action.

The employee shall not reveal his/her passwords to unauthorized personnel or otherwise breach security of the City network. Deliberate attempts to degrade or disrupt system performance shall be subject to disciplinary action, up to and including termination.

The City Secretary shall maintain at least two (2) weeks archive of data for the purpose of data recovery in the event data is lost, damaged, changed by accident or by a catastrophic event. It shall be the responsibility of the City Secretary to design the backup method as part of the City’s disaster recovery plan. The backup strategy shall be reviewed and updated as required to enhance data security and disaster recovery.
STATEMENT OF PURPOSE:

The purpose of this policy is to establish the procedures regarding monitoring the use of City owned telecommunications equipment.

POLICY:

The City reserves the right to access and review all communications originating from or delivered to any user of the City’s electronic or telephonic communications systems, regardless of whether or not the communication is business related. For this reason, the employee should not expect that his/her messages would be awarded any privacy protection.

The employee should understand that virtually all aspects of Internet usage are not private, and the City reserves the right to monitor all Internet network traffic for any reason. Network management tools may be utilized to analyze both inbound and outbound Internet traffic on the City’s network. Any unusual activity or behavior that may establish a violation of this policy will be reported immediately to the City Administrator. The City reserves the right at all times to eliminate Internet access on a per-employee basis or to disconnect Internet service completely without warning.

The City will not monitor, tap or otherwise intercept employee telephone calls except where such conduct is permitted by and carried out in compliance with applicable federal and/or state laws.

The employee is personally accountable for communications that he/she originates or forwards using the City’s electronic and/or telephonic communications systems. Misrepresenting, obscuring, suppressing, or replacing a user’s identity on any equipment requiring log-in or which is assigned to a specific user is prohibited. The
user name, electronic mail address, organizational affiliation, time and date of transmission, and related information included with electronic messages or postings, must always reflect the true originator, time, date and place of origination of the messages or postings, as well as the true content of the original message.

Any questionable or inappropriate use of telecommunications equipment will result in the immediate termination of the account and appropriate disciplinary action, up to and including termination.
STATEDMENT OF PURPOSE:

The purpose of this policy is to establish the procedures for electronic records retention.

POLICY:

The same rules that apply to record retention for other City documents also apply to email and other electronic records. Many documents created on the City’s computer systems are public documents and are subject to routine disclosure under the Texas Public Information Act.

A City employee has an obligation to apply the appropriate retention rules to email and other electronic records sent and received. The City Secretary should be contacted for assistance in determining the retention requirements for particular records.

The employee, who is the sender or originator of electronic records, bears the primary initial responsibility for determining whether or not a particular message is a record which should be saved, and ensuring the message is properly indexed and forwarded for retention as a public record. Electronic records that must be saved should be indexed so that it is linked to related records in other media (paper) so that a complete record can be accessed when needed.

If an employee receives a request for release of electronic information, the employee shall immediately refer the requestor to the City Secretary.