

CITY OF MONT BELVIEU



EMPLOYEE HANDBOOK

Table of Contents
(Includes Revisions as of August 31, 2017)

Policy	Effective Date:	Revision Date:	Page No.
INTRODUCTION			
010	Title Page	10/1/2001	4
020	Employee Welcome Message	10/1/2001	5
030	Organization Description	10/1/2001	6
040	Introductory Statement	10/1/2001	7
051	Employee Acknowledgement Form	10/1/2001	8
060	Customer Relations	10/1/2001	9
EMPLOYMENT			
101	Nature of Employment	10/1/2001	10
102	Employee Relations	10/1/2001	10
103	Equal Employment Opportunity	10/1/2001	10-11
104	Business Ethics and Conduct	10/1/2001	11
105	Hiring of Relatives (Nepotism)	10/1/2001	9/27/02 11-12
106	Employee Medical Examinations	10/1/2001	12
107	Immigration Law Compliance	10/1/2001	12-13
108	Conflicts of Interest	10/1/2001	13
110	Outside Employment	10/1/2001	13-14
114	Disability Accommodation	10/1/2001	14
116	Job Posting and Employee Referrals	10/1/2001	14-15
181	Political Activity	10/1/2001	15
182	Gifts	10/1/2001	16
190	Driving Records	10/1/2001	16
EMPLOYMENT STATUS & RECORDS			
201	Employment Categories	10/1/2001	17
202	Access to Personnel Files	10/1/2001	18
203	Employment Reference Checks	10/1/2001	18
204	Personnel Data Changes	10/1/2001	18
205	Introductory Period	10/1/2001	18-19
208	Employment Applications	10/1/2001	19
209	Performance Evaluation	10/1/2001	19
210	Job Descriptions	10/1/2001	2/24/04 20
212	Salary Administration	10/1/2001	20
EMPLOYEE BENEFIT PROGRAMS			
301	Employee Benefits	10/1/2001	21
303	Vacation Benefits	10/1/2001	01/26/16 21-22
305	Holidays	10/1/2001	12/9/13 23
306	Workers' Compensation Insurance	10/1/2001	24
307	Sick Leave Benefits	1/1/2002	12/9/13 24-25
308	Time Off to Vote	10/1/2001	25-26
309	Emergency Leave	10/1/2001	12/9/13 26

311	Jury Duty	10/1/2001	12/9/13	26-27
313	Benefits Continuation (COBRA)	10/1/2001		27
314	Educational Assistance	10/1/2001		27-28
316	Health Insurance	10/1/2001		28
317	Life Insurance	10/1/2001		28-29
318	Short-Term Disability	1/1/2002	12/9/13	29

TIMEKEEPING/PAYROLL

401	Timekeeping	10/1/2001		30
403	Paydays	10/1/2001		30
405	Employment Termination	10/1/2001		30-31
409	Administrative Pay Corrections	10/1/2001		31
410	Pay Deductions and Setoffs	10/1/2001		31
480	Promotions and Lateral Changes	10/1/2001		32
481	Transfers	10/1/2001		32
482	Reclassifications	10/1/2001		32

WORK CONDITIONS & HOURS

501	Safety	10/1/2001		33
502	Work Schedules	10/1/2001		33-34
504	Use of Phone and Mail Systems	10/1/2001		34
505	Smoking	10/1/2001		34
506	Rest and Meal Periods	10/1/2001		34
507	Overtime	10/1/2001		34-35
508	Use of Equipment and Vehicles	10/1/2001		35
510	Emergency Closings	10/1/2001	8/31/2017	36
512	Business Travel Expenses	10/1/2001		36-37
514	Visitors in the Workplace	10/1/2001		37
516	Computer and E-mail Usage	10/1/2001		37-38
522	Workplace Violence Prevention	10/1/2001		38-39
580	Reporting for Duty	10/1/2001		39
581	Alertness on Duty	10/1/2001		39

LEAVES OF ABSENCE

601	Family and Medical Leave		10/27/03	40-49
603	Personal Leave	10/1/2001		49
605	Military Leave	10/1/2001	02/08/16	50
607	Pregnancy-Related Absences	10/1/2001		50
609	Service with Volunteer Fire Department	2/9/2004		51

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701	Employee Conduct and Work Rules	10/1/2001		52
702	Drug and Alcohol Use	10/1/2001		53
703	Sexual and Other Unlawful Harassment	10/1/2001		54
704	Attendance and Punctuality	10/1/2001		55
705	Personal Appearance	10/1/2001		55
706	Return of Property	10/1/2001		56
708	Resignation	10/1/2001		56
712	Solicitation	10/1/2001		57
714	Drug Testing	10/1/2001		57
716	Progressive Discipline	10/1/2001		58

718	Problem Resolution	10/1/2001		59
720	Casual Days	10/1/2001		60-61
722	Workplace Etiquette	10/1/2001		61
780	Rehiring	10/1/2001		62
790	Neglect of Duty	10/1/2001		62
791	Conflicting Orders	10/1/2001		62
792	Public Statements and Appearances	10/1/2001		62
793	Confidentiality of Information	10/1/2001		62
794	Insubordination	10/1/2001		63
795	Criticism	10/1/2001		63
799	Media Policy for City Employees	10/1/2001		63
ADDENDA				
980	Fair Labor Standards Definitions	10/1/2001		64-70
981	Police Department Work Periods	10/1/2001		71-72
982	Field Services Department Definitions	10/1/2001	12/9/13	72-74
990	Substance Abuse Policy	10/1/2001		74-79
991	Consent to Drug / Alcohol Screening	10/1/2001		80
992	Certificate of Agreement	10/1/2001		81
993	Index	10/1/2001		82-88

City of Mont Belvieu

Employee Handbook

Dear Employee:

On behalf of the Mayor and Council, I welcome you to Mont Belvieu and wish you every success here.

We believe that each employee contributes directly to Mont Belvieu's growth and success, and we hope you will take pride in being a member of our team.

This manual was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Mont Belvieu.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Nathan Watkins, City Manager

ORGANIZATION DESCRIPTION

Home-Rule City

The City of Mont Belvieu is a Home-Rule City, governed by the City Charter approved by the voters of the City. The City's powers are derived from the Charter and are limited only by state and federal law. The Charter has established a Council-Manager form of Government. Under a Council Manager form of Government, the City Council establishes the policy direction of the City. Personnel matters, such as hiring, discipline and termination are the purview of the City Manager.

City Council

The City Council consists of six members and the Mayor who are elected for staggered terms of three years. The Council typically meets in regular session on the 2nd and 4th Monday of every month, starting at 6:00 p.m., unless announced or voted otherwise. The meetings are held in the second floor Council Chambers located in the Mont Belvieu City Hall, 11607 Eagle Drive.

Mayor

The Mayor is the presiding officer of the City Council and shall be recognized as the head of the City government for all ceremonial purposes, for emergency management purposes, and by the governor for purposes of military law.

City Manager

Under the City Charter, The City Manager is the chief administrative and executive officer of the City and shall be responsible to the City Council for the administration of all the affairs of the City. The City Manager, subject to Council approval may designate an interim City Manager in the event of his absence or disability.

Mission of Municipal Employees

The City of Mont Belvieu believes that the primary mission of an employee of the City is the delivery of quality professional services to insure the continuation of a secure, harmonious and progressive community, and to deliver those services in a willing, pleasant and competent manner with full knowledge of the rights, duties and responsibilities of other persons and of the owners of property.

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Mont Belvieu and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Mont Belvieu to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Mont Belvieu continues to grow, the need may arise and Mont Belvieu reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate by the Mayor, City Manager or the Council, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Mont Belvieu to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

These guidelines are intended to cover all employees of the City but do not apply to elected officials such as the Mayor and Council Members.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Mont Belvieu, and I understand that I should consult the Department Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Mont Belvieu voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Mont Belvieu can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Mont Belvieu’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council of the City of Mont Belvieu has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE’S NAME (printed): _____

EMPLOYEE’S SIGNATURE: _____

DATE: _____

CUSTOMER RELATIONS

Customers are among our most valuable assets. Every employee represents Mont Belvieu to the public; **our customers**. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Mont Belvieu. Positive customer relations enhance the public's perception or image of Mont Belvieu, which pays off in the long run by the positive way in which we are viewed.

EMPLOYMENT

101 Nature of Employment

Effective Date: 10/1/2001

Employment with Mont Belvieu is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Mont Belvieu may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

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

These provisions supersede all existing policies and practices and may not be amended or added to without the approval of the City Council of the City of Mont Belvieu. The City Manager is responsible for interpreting the provisions of this Handbook.

102 Employee Relations

Effective Date: 10/1/2001

Mont Belvieu believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other municipal employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Mont Belvieu amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to facilitate and maintain direct employer/employee communications, we acknowledge the right of employees [individually] to speak for themselves.

103 Equal Employment Opportunity

Effective Date: 10/1/2001

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Mont Belvieu will be based on merit, qualifications, and abilities. Mont Belvieu does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Mont Belvieu will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

EMPLOYMENT

103 Equal Employment Opportunity Continued:

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

Effective Date: 10/1/2001

The successful business operation and reputation of Mont Belvieu is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Mont Belvieu is dependent upon our citizens' trust and we are dedicated to preserving that trust. Employees owe a duty to Mont Belvieu and its citizens to act in a way that will merit the continued trust and confidence of the public.

Mont Belvieu will comply with all applicable laws and regulations and expects its elected officials and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the City Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Mont Belvieu employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Hiring of Relatives

Effective Date: 10/1/2001

The employment of relatives may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

The employment of any person in a regular full-time or part-time position is prohibited if such person is a member of another employee's family, as that term is defined below, and they would work in the same department and/or report to the same supervisor. For purposes of this policy, "family" is any person who is related by blood or marriage [i.e. spouse, children, parents, grandparents, grandchildren, siblings,

EMPLOYMENT

105 Hiring of Relatives Continued:

uncles, aunts, nephews and nieces; or of the spouses "family" [i.e. parents, grandparents, children, siblings]. A relative may be hired if they will not work in the same department and/or will not be in a supervisory/employee relationship with the approval of the City Manager. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Mont Belvieu also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation. If a relative relationship is established after employment between employees, it is the responsibility and obligation of the employees involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who should give up his/her position with the City. If that decision is not made within 30 calendar days, management will decide who is to be terminated from employment.

Nothing herein set out shall in any way be deemed to limit or restrict the employment and/or engagement of temporary employees, regardless of the existence of family relationship as herein defined, with *any* employee of the City.

106 Employee Medical Examinations

Effective Date: 10/1/2001

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at Mont Belvieu's expense by a health professional of Mont Belvieu's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

Effective Date: 10/1/2001

Mont Belvieu is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present

EMPLOYMENT:

107 Immigration Law Compliance Continued:

documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Mont Belvieu within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the HR Specialist. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Effective Date: 10/1/2001

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Mont Belvieu wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the City Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Mont Belvieu's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Mont Belvieu City Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Mont Belvieu does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Mont Belvieu.

110 Outside Employment

Effective Date: 10/1/2001

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Mont Belvieu. All employees will be judged by the same performance standards and will be subject to Mont Belvieu's scheduling demands, regardless of any existing outside work requirements.

If Mont Belvieu determines that an employee's outside work interferes with performance or the ability to meet the requirements of Mont Belvieu as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Mont Belvieu. Outside employment will present a conflict of interest if it has an adverse impact on Mont Belvieu.

EMPLOYMENT

114 Disability Accommodation

Effective Date: 10/1/2001

Mont Belvieu is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Mont Belvieu is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Mont Belvieu will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Mont Belvieu is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting and Employee Referrals

Effective Date: 10/1/2001

Mont Belvieu provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. All notices of all regular, full-time job openings are posted.

Job openings will be posted on the City bulletin board and normally remain open for 5 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least one calendar year in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

EMPLOYMENT

116 Job Posting and Employee Referrals Continued:

To apply for an open position, employees should submit a job posting application to the City Manager listing job-related skills and accomplishments. It should also describe how their current experience with Mont Belvieu and prior work experience and/or education qualifies them for the position.

Mont Belvieu recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Mont Belvieu also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's completed application form to the City Manager for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

181 Political Activity

Effective Date: 10/1/2001

City employees will not be appointed or retained based on their political activities or political affiliations. Employees are encouraged to vote and are free to express their personal opinions about candidates for office, but will not campaign or perform any tasks in furtherance of any political candidacy during working hours nor shall employees wear or display buttons or badges for such candidates during working hours. Further, no political stickers or slogans shall be displayed on City-owned vehicles used or operated by any employee. This provision additionally applies to political activity relating to elections concerning propositions or issues of any type.

Employees will not use their position or office to coerce support for a candidate from other employees. Employees will not directly or indirectly participate in any manner whatsoever, while on duty, in election campaigns of candidates for *any* office.

EMPLOYMENT

182 Gifts

Effective Date: 10/1/2001

Employees are prohibited from soliciting, accepting or agreeing to accept any gift, reward or other forms of remuneration from any source, except as may be from time to time permitted by City Manager, or by State Law [nominal value].

190 Driving Records

Effective Date: 10/1/2001

Driving records will be checked periodically throughout employment to insure that no persons with unsafe driving records will be operating City-owned vehicles or driving any vehicle on City business. A "safe" driving record will be defined as follows: no more than three moving violations in the past 24 months, no record of driving while under the influence of drugs or alcohol, and no record of license suspension or recorded incidents indicating reckless behavior.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

Effective Date: 10/1/2001

It is the intent of Mont Belvieu to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Mont Belvieu.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Mont Belvieu administration.

In addition to the above categories, each employee will belong to one other employment category: REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Mont Belvieu's full-time schedule or forty [40] hours per week. Generally, they are eligible for Mont Belvieu's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Mont Belvieu's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Mont Belvieu is appropriate. Employees who satisfactorily complete the six [6] month introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Mont Belvieu's other benefit programs.

CASUAL employees are those who have established an employment relationship with Mont Belvieu but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Mont Belvieu's other benefit programs.

EMPLOYMENT STATUS & RECORDS

202 Access to Personnel Files

Effective Date: 10/1/2001

Mont Belvieu maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Mont Belvieu, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Mont Belvieu who have a legitimate reason to review information in a file are allowed to do so; however, much of the information contained in personnel files are subject to disclosure under the Texas Open Records Act.

Employees who wish to review their own file should contact the HR Specialist. With reasonable advance notice, employees may review their own personnel files in Mont Belvieu's offices and in the presence of an individual appointed by Mont Belvieu to maintain the files.

203 Employment Reference Checks

Effective Date: 10/1/2001

To ensure that individuals who join Mont Belvieu are well qualified and have a strong potential to be productive and successful, it is the policy of Mont Belvieu to check the employment references of all applicants.

Mont Belvieu will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

204 Personnel Data Changes

Effective Date: 10/1/2001

It is the responsibility of each employee to promptly notify Mont Belvieu of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the HR Specialist.

205 Introductory Period

Effective Date: 10/1/2001

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Mont Belvieu uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Mont Belvieu may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 days calendar days after

EMPLOYMENT STATUS & RECORDS

205 Introductory Period Cont'd:

their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Mont Belvieu determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification and are eligible for all benefits of employment with The City of Mont Belvieu.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Mont Belvieu-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

208 Employment Applications

Effective Date: 10/1/2001

Mont Belvieu relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Effective Date: 10/1/2001

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 6 months.

EMPLOYMENT STATUS & RECORDS

210 Job Descriptions

Effective Date: 10/1/2001

Mont Belvieu makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

Mont Belvieu maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The City Manager, the department manager and the HR Specialist prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your department manager if you have any questions or concerns about your job description.

212 Salary Administration

Effective Date: 10/1/2001

The salary administration program at Mont Belvieu was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Mont Belvieu is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other cities in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Mont Belvieu periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The City Manager is also available to answer specific questions about the salary administration program.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Effective Date: 10/1/2001

Eligible employees at Mont Belvieu are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Bereavement Leave
- * Deferred Compensation Plan
- * Dental Insurance
- * Educational Financial Assistance
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Licensure Assistance
- * Major Medical Insurance
- * Medical Insurance
- * Medical Leave
- * Military Leave
- * Pension Plan
- * Personal Leave
- * Pharmacy
- * Short-Term Disability
- * Sick Leave Benefits
- * Uniform and Uniform Maintenance
- * Vacation Benefits
- * Vision Care Insurance
- * Voting Time Off

Some benefit programs require contributions from the employee, but most are fully paid by Mont Belvieu.

303 Vacation Benefits

Effective Date: 10/1/2001

Revised: 01/26/2016

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

> Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- > Upon eligibility [after 1 year] the employee is entitled to 80 vacation hours each year*
- > After 5 years of eligible service the employee is entitled to 120 vacation hours each year
- > After 10 years of eligible service the employee is entitled to 160 vacation hours each year
- > After 15 years of eligible service the employee is entitled to 200 vacation hours each year
- > After 20 years of eligible service the employee is entitled to 240 vacation hours each year

*[During the first year of employment only, an employee may use up to 40 hours of vacation earned after his/her first six [6] months of employment, **from that employee's 80 hour first year allotment.**]

The length of eligible service is calculated on the basis of an "anniversary year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Benefit and benefit accruals, specifically vacation, sick leave and holidays, shall cease accrual for all absences in excess of 30 consecutive calendar days and will resume upon the employee's return to active employment. (Mont Belvieu City Council Minutes, January 14, 2013)

Paid vacations must be arranged so that normal operations are disrupted as little as possible. To take any vacation, employees must request at least forty-eight [48] hours advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Exceptions may be granted by the City Manager when qualifying extenuating circumstances exist. However, no exception will provide more than an additional 90 days in which to use the carryover vacation time.

Upon termination of employment, employees with six [6] months or more of service will be paid for unused vacation time that has been earned through the last day of work. However, if Mont Belvieu, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

Vacation hours will be counted toward hours worked for the purpose of performing overtime calculations. (Mont Belvieu City Council Minutes, January 25, 2016).

305 Holidays

Effective Date: 10/1/2001

Revised: 12/09/2013

Mont Belvieu will grant holiday time off to all employees on the holidays listed below:

- * Personal Days (2) [accrued upon anniversary date]
- * New Year's Day (January 1)
- * Easter
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas (December 25)

Mont Belvieu will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- * Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless the employee is on approved paid time off.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday, except for Easter, which is observed on the preceding Friday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Any nonexempt employees who work on the actual recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for all the hours worked on the holiday.

In addition to the recognized holidays previously listed, one (1) "floating holiday" will be designated before the beginning of each calendar year. (Mont Belvieu City Council Minutes December 12, 2011).

The "Personal Days" must be scheduled with the prior approval of the employee's supervisor.

Benefit and benefit accruals, specifically vacation, sick leave and holidays, shall cease accrual for all absences in excess of 30 consecutive calendar days and will resume upon the employee's return to active employment. (Mont Belvieu City Council Minutes, January 14, 2013)

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime. (Mont Belvieu City Council Minutes, July 25, 2005)

306 Workers' Compensation Insurance

Effective Date: 10/1/2001

Mont Belvieu provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Mont Belvieu nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Mont Belvieu. New outside employment during a period of Worker's Compensation Leave is prohibited.

307 Sick Leave Benefits

Effective Date: 1/1/2002

Revised: 12/09/2013

Mont Belvieu provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees

Eligible employees will accrue regular sick leave benefits at the rate one [1] day for every full month of service. Employees begin to earn regular sick leave on their ninety-first [91st] calendar day of employment and can request use of paid sick leave after completing 180 calendar days of employment. Regular sick leave can be used in periods of not less than one hour. An eligible employee may only use regular sick leave benefits for an absence due to his or her own illness or injury.

Employees who are absent due to illness, medical/dental appointments, or who are sick for a portion of the day, will be permitted to use regular sick leave where sick leave time is needed to reach their scheduled hours for that week. No employee may exceed 40 hours with the use of sick time.

Ex: Employee calls in sick on Monday of this week and then works 35 hours over the following 4 days. Employee will be allowed to use 5 hours of sick time, taking her to 40 hours for this week.

Employees who are unable to report to work due to illness or injury must contact a direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Employees are allowed five (5) days of undocumented sick leave every twelve months. All other sick days must be documented by providing a physician's statement verifying the absence due to illness or injury and anticipated beginning and ending dates. If there is an expectation that an employee will be absent for more than three (3) consecutive days due to illness or injury, a physician's statement must be provided verifying the disabling condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences, or where abuse of sick leave is suspected, and may be required as a condition to receiving regular sick leave benefits. Before returning to work from a sick leave absence of three (3) calendar days or more, an employee must provide

a physician's verification that he or she may safely return to work.

Employees may take up to twenty-four (24) hours per twelve-month period for family illness or injury from their Sick Leave Reserve, if available. For new employees who do not begin to accrue sick leave for the first one hundred eighty days (180) days of employment, regular sick leave may be taken, once accrued, up to but no more than twenty-four (24) hours in any twelve-month period. "New employee" is defined as an employee who has been employed by the City full-time one year or less.

"Immediate Family" is defined as the employee's spouse, parent, child, sibling, grandparents or grandchild; or other person for whom the employee is responsible or who may be living in the same household as the employee or as otherwise defined under FMLA. (Mont Belvieu City Council Minutes December 12, 2011.)

Regular sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Benefit and benefit accruals, specifically vacation, sick leave and holidays, shall cease accrual for all absences in excess of 30 consecutive calendar days and will resume upon the employee's return to active employment. (Mont Belvieu City Council Minutes, January 14, 2013)

Unused regular sick leave benefits will be allowed to accumulate until the total has reached ten [10] working days. If the employee's benefits reach this maximum, any days earned beyond ten [10] may be accumulated up to a total of forty-five [45] days of Sick Leave Reserve. These days may also be used in cases of serious, long term illness to supplement short term disability in order to reach 100% of the employee's salary. Once an employee's regular sick leave bank falls below ten [10] days, that bank will be replenished before more days of Sick Leave Reserve are allowed to accumulate.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be "cashed out" for employees while they are employed or upon termination of employment, and have no value other than for the stated use. Sick leave benefits are not [and should not be viewed as] an entitlement.

Although more days are allowed to accommodate extraordinary circumstances, the acceptable attendance standard is five (5) days sick leave per year. Absences in excess of the standard shall be monitored for compliance and to ascertain if attendance problems exist. (Mont Belvieu City Council Minutes December 12, 2011)

Sick leave hours DO NOT COUNT as hours worked for the purposes of performing overtime calculations (Mont Belvieu City Council Minutes July 25, 2005).

308 Time Off to Vote

Effective Date: 10/1/2001

Mont Belvieu encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Mont Belvieu will grant up to one (1) hour of paid time off to vote.

Employees should request time off to vote from their supervisor prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift,

whichever provides the least disruption to the normal work schedule.

309 Emergency Leave

Effective Date: 10/1/2001

Revised 12/09/2013

Employees who wish to take time off due to the death or serious illness of an immediate family member should notify their supervisor immediately. "Serious illness" is normally defined to mean a "disabling physical or mental illness, injury, impairment or condition requiring inpatient care in a hospital . . . or outpatient care requiring continuing treatment or supervision by a health care provider".

Up to three (3) days of paid emergency leave will be provided to eligible employees in the following classification(s):

* Regular full-time employees

Emergency Leave pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Emergency leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Mont Belvieu defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; grandparents or grandchild; or other relative living in the same household as the employee or as otherwise defined by FMLA.

Emergency leave hours DO NOT COUNT as hours worked for the purpose of performing overtime calculations and may not be used to exceed 40 hours in any week. (Mont Belvieu City Council Minutes, August 2013).

311 Jury Duty

Effective Date: 10/1/2001

Revised: 12/09/2013

Mont Belvieu encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two (2) weeks of paid jury duty leave over any one (1) year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

* Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the

supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Mont Belvieu or the employee may request an excuse from jury duty if, in Mont Belvieu's judgment, the employee's absence would create serious operational difficulties.

Mont Belvieu will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Jury Duty hours will be counted as hours worked for the purposes of determining overtime. (Mont Belvieu City Council Minutes, August 2013)

313 Benefits Continuation (COBRA)

Effective Date: 10/1/2001

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Mont Belvieu's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Mont Belvieu's group rates plus an administration fee. Mont Belvieu provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Mont Belvieu's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 Educational Assistance

Effective Date: 10/1/2001

Mont Belvieu recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Mont Belvieu.

Mont Belvieu will provide educational assistance to all eligible employees who have completed 180 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Employees in the following employee classification(s) are eligible for educational assistance:

- * Regular full-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the city in order to be eligible for

educational assistance. Mont Belvieu has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the City Manager for more information or questions about educational assistance.

If authorized, payment shall constitute a reimbursement which shall be to the extent of one hundred percent [100%] of the tuition and specifically related fees upon the completion of the course if the employee has earned a grade of B or better; and eighty percent [80%] with a grade of C or better. No cost of books or other ancillary costs will be reimbursed, nor will any costs of course work, for which a grade of lower than C was issued.

While educational assistance is expected to enhance employees' performance and professional abilities, Mont Belvieu cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

316 Health Insurance

Effective Date: 10/1/2001

Mont Belvieu's health insurance plan provides employees and their dependents access to medical and dental insurance benefits, and eye examinations. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Mont Belvieu and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the HR Specialist for more information about health insurance benefits.

317 Life Insurance

Effective Date: 10/1/2001

Life insurance offers you and your family important financial protection. Mont Belvieu provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the

agreement between Mont Belvieu and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the HR Specialist for more information about life insurance benefits.

318 Short-Term and Long-Term Disability

Effective Date: 1/1/2014

The City of Mont Belvieu provides short term and long term disability policies to eligible employees. The City uses a third party administrator to process and pay each claim. Sick leave reserve may be used to supplement short term disability in order to reach 100% of the employee's salary. (Mont Belvieu City Council Minutes January 27, 2014.)

Details of the basic short term and long term disability plans including benefit amounts are described in information given to eligible employees. Contact the HR Specialist for more information about disability benefits.

TIMEKEEPING/PAYROLL

401 Timekeeping

Effective Date: 10/1/2001

Revised: 10/1/2015

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Mont Belvieu to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to review and submit their time records to certify the accuracy of all time recorded. The supervisor will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

403 Paydays

Effective Date: 10/1/2001

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Mont Belvieu. Employees will receive an itemized statement of wages when Mont Belvieu makes direct deposits.

405 Employment Termination

Effective Date: 10/1/2001

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the city.

*Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the city.

Mont Belvieu will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Mont Belvieu, or return of Mont Belvieu-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Mont Belvieu is based on mutual consent, both the employee and Mont Belvieu have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

409 Administrative Pay Corrections

Effective Date: 10/1/2001

Mont Belvieu takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

410 Pay Deductions and Setoffs

Effective Date: 10/1/2001

The law requires that Mont Belvieu make certain deductions from every employee's compensation.

Among these are applicable federal, state, and local income taxes. Mont Belvieu also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Mont Belvieu matches the amount of Social Security taxes paid by each employee.

Mont Belvieu offers programs and benefits beyond those required by law such as the Deferred Compensation program. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Mont Belvieu, usually to help pay off a debt or obligation to others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

480 Promotions and Lateral Changes

Effective Date: 10/1/2001

A promotion is defined as a move from one position to a different position in a higher wage/salary grade. A lateral position change is a move from one position to another position within the same wage/salary grade. A promotion is normally accompanied by an increase in wage/salary and a change in title. A lateral change is normally accompanied by a title change only.

It is the policy of the City of Mont Belvieu to provide promotional opportunities whenever possible, to qualified personnel. Positions will be filled on the basis of merit from within the department [with the employment need] if at all possible. However, applications from personnel in other departments, and from outside the City, may also be considered. Our objective will always be to attract, hire and retain the most qualified personnel possible.

481 Transfers

Effective Date: 10/1/2001

An employee of the City may not apply for other job openings within the City at any time before one [1] year of employment has been completed, without express approval of the City Manager. A person applying for a transfer must meet the minimum qualifications of the position to which the employee seeks to transfer.

Requests for transfers must be discussed with the employee's current department head. A written resume or a summation of the employee's experience and qualifications, along with a statement concerning the employee's desire for change, should be forwarded to the City Manager during the period during which applications are being considered for the open slot. If the requested transfer is to a position in a lower grade than that of the position currently held by the requesting employee, the transfer may require an adjustment in wage/salary and other wage/salary related benefits. If the application for transfer is to a higher paying position/grade, the transfer [if approved] may be considered a promotion, and a wage/salary and benefit increase may be authorized.

482 Reclassifications

Effective Date: 10/1/2001

Positions within the City may be reclassified when the job duties and responsibilities of a given position have changed over time to the point where the job no longer matches the actual work being performed, or when the job title and/or grade level does not match the work currently being performed.

WORK CONDITIONS AND HOURS

501 Safety

Effective Date: 10/1/2001

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Mont Belvieu has established a workplace safety program. This program is a top priority for Mont Belvieu. Each Departmental Manager shall be responsible for ensuring safe practices within his department. Its success depends on the alertness and personal commitment of all.

Mont Belvieu provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. The supervisor will immediately notify the HR Specialist. The supervisor must send the employee to see the HR Specialist, as soon as practicable after receiving medical treatment, for the purpose of making a formal statement regarding the accident/incident. If the employee cannot report personally to give a formal statement to the HR Specialist, the supervisor will report on his/her behalf within twenty-four hours of the occurrence. [Such reports are necessary to comply with existing law and to initiate insurance and Worker's Compensation benefit procedures.] Supervisors will maintain a record of all incidents and/or injuries to employees, whether or not treatment is required or obtained and will provide a copy of such records to the HR Specialist.

502 Work Schedules

Effective Date: 10/1/2001

The normal work schedule for all City Hall and Field Staff employees is 8 hours a day, 5 days a week. The normal work schedule for all Police Department employees is 8/10 hours a day, 4/5/variable days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The normal work schedule at The City of Mont Belvieu is 8:00AM-5PM, subject to change or exceptions.

WORK CONDITIONS AND HOURS

504 Use of Phone and Mail Systems

Effective Date: 10/1/2001

Employees may be required to reimburse Mont Belvieu for any charges resulting from their personal use of the telephone.

The use of Mont Belvieu-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

505 Smoking

Effective Date: 10/1/2001

In keeping with Mont Belvieu's intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited consistent with existing ordinances and laws.

This policy applies equally to all employees, customers, and visitors.

506 Rest and Meal Periods

Effective Date: 10/1/2001

Each workday, full-time employees are provided with 2 rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time employees [except Field Staff employees] are provided with one meal period of 60 minutes in length each workday. All full-time Field Staff employees will have one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

507 Overtime

Effective Date: 10/1/2001

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage

and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 Use of Equipment and Vehicles

Effective Date: 10/1/2001

Revised: 5/9/05

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Some employees are permitted to drive City vehicles home and to return to work in the vehicle as needed. Such vehicles may not be used by the employee to conduct personal business unless this business is conducted while the employee is in route from his City work site to his home or vice versa. For example, it would be permissible to stop at a grocery store, post office, etc. which are on or very near the employee's most direct route home. However, detouring several miles off the direct route would not be permissible. If in doubt, the employee should consult with the appropriate department head or the City Manager before proceeding. The maximum travel distance would be set at a limit of no more than 15 miles for city vehicles taken home.

Non-city employees may ride with City employees when employee is driving to and from work if the non-city employee is to be dropped off at a school or daycare facility. Before transporting non-city employees of personal use, employee shall execute an acknowledgment that the employee and the non-city employee may not be covered by City's insurance.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment or loss of use of a city vehicle.

WORK CONDITIONS & HOURS

510 Emergency Closings

Effective Date: 10/1/2001

Revised: 8/31/2017

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt city operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid "Administrative Leave with Pay".

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be required to work on a day when operations are officially closed. In these circumstances, all employees who work will become non-exempt (exempt salary shall be converted to its hourly equivalent) and receive time and a half (1½) pay.

512 Business Travel Expenses

Effective Date: 10/1/2001

Mont Belvieu will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the department head, Director of Finance and the City Manager.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Mont Belvieu. Employees are expected to limit expenses to those outlined in our travel and business expense policy.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Mont Belvieu may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a spouse, when it will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Employees should refer to the policy and procedures for reporting travel and business expense and/or

WORK CONDITIONS & HOURS

512 Business Travel Expenses Continued:

contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of the Travel and Business Expense Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 10/1/2001

To provide for the safety and security of employees and the facilities at Mont Belvieu, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting for anything but short periods. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors should enter Mont Belvieu at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Mont Belvieu's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

516 Computer and E-mail Usage

Effective Date: 10/1/2001

Computers, computer files, the e-mail system, and software furnished to employees are Mont Belvieu property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Mont Belvieu strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Mont Belvieu prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

WORK CONDITIONS & HOURS

516 Computer and E-Mail Usage

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Mont Belvieu purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Mont Belvieu does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Mont Belvieu prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Director of Finance or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

522 Workplace Violence Prevention

Effective Date: 10/1/2001

Mont Belvieu is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Mont Belvieu has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Mont Belvieu without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Mont Belvieu will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as

much as is practical. In order to maintain workplace safety and the integrity of its investigation, Mont Belvieu may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Mont Belvieu encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Manager before the situation escalates into potential violence. Mont Belvieu is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

580 Reporting for Duty

Effective Date: 10/1/2001

Employees shall report for duty at the time and place specified by their supervisor. Employees shall be freshly bathed and mentally and physically fit to perform their duties at the time that they report. They shall be properly equipped so that they can immediately assume their duties.

581 Alertness on Duty

Effective Date: 10/1/2001

Employees shall remain awake and alert during the entire time they remain on duty. If unable to do so, they shall immediately report to their supervisor.

(LEFT BLANK INTENTIONALLY)

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave)

Effective Date: 10/13/2003

The City of Mont Belvieu provides Family and Medical Leave (FML) to assist employees with balancing the demands of the workplace, their personal needs, and the needs of their families in a manner that accommodates the legitimate interests of the city. Our policy is intended to complement whatever leave rights employees may have under applicable federal and/or state law.

Who May Use Family and Medical Leave

FML entitles eligible employees to unpaid time away from work for up to a total of 12 weeks for the following reasons:

- The care of a child following birth, or the adoption or
- The care of one's family member or the like who has a serious health condition;
- The serious health condition of the employee that makes him/her unable to perform the functions of his/her position

During the leave period the employee's position is held for his/her return.

Note: The use and interpretation of the word "family" as stated herein is applicable only to the "Family and Medical Leave" segments of this document

Employee Eligibility

To be eligible for Family and Medical Act leave, you must

1. Have worked at least 12 months for the company;
2. Have worked at least 1250 hours for the company during the 12 months before your leave would commence; and
3. Work at a location where the company has at least 50 employees within 75 miles.

Employees should note that they must meet all three of the above criteria in order to be eligible for FMLA leave.

Employees who are eligible for FML may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any family or medical leave.

Circumstances That May Trigger Leave:

Employees may be granted FML for one or more of the following reasons:

1. For the birth of a child, to care for a newborn child, or placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (employee's spouse, child, or parent) who has a serious health condition.
3. Because of the employee's serious health condition which makes the employee unable to perform the functions of his or her job.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

Notification: Employee Responsibilities

To help balance the personal needs of the employee and the business needs of the department, the employee should, in foreseeable situations, make every effort to provide the supervisor with at least thirty (30) days written notice.

When unforeseen events require FML, employees must give as much notice as possible. Notice may be given either in person or by phone when medical emergencies are involved, and may be given orally by the employee's family member.

If leave is taken for a family or medical reason and has not been so designated by the supervisor, but the employee desires that the leave be counted as FML, the employee must notify the supervisor within two (2) business days of returning to work that the leave was for a family or medical reason. **The employee loses FMLA protections for the absence if timely notification is not provided.**

Medical Certifications:

Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member.

You are required to execute an authorization form directing your health care professional to release relevant medical information to the city (HR Specialist) as a condition for FMLA certification. The city may require you to obtain a second or third medical opinion at the company's expense. Periodic recertification at the city's expense may also be required.

Periodic reports from you as the city deems appropriate or necessary during your leave regarding your status and intent to return to work; and

Medical certification of your fitness for duty before you will be permitted to return to work, if the leave was taken for your serious health condition.

If leave is needed for a planned medical treatment for your own serious health condition or that of an immediate family member, you must try to schedule treatment so that it will not unduly disrupt the city's operations. You are required to provide the company with as much notice as possible when you will need time off for scheduled medical treatment so that your absence can be planned for. Failure to comply with these requirements may result in delay or denial of leave.

Using Accrued Paid Time Off

Depending on the purpose of your leave request, you may choose (or the city may require you) to use accrued paid leave, if available, as a substitute for some or all of the family and medical leave. However, you should be aware that some paid leave you take is not exclusive of FMLA leave, and will be deemed to run concurrently with your FMLA leave entitlement, i.e., short-term disability and workers compensation leave.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

All sick leave policies in the Employee Handbook would run concurrently for all employees qualifying under “*serious medical condition*” requiring an employee to be incapacitated for a period of more than three (3) days.

Designating and Processing FML: Supervisor’s Responsibilities

1. **It is the supervisor’s responsibility to inquire sufficiently about employees’ requests for time away to determine if it qualifies as FML and to designate it as such.** Initially, the supervisor may notify the employee orally or in writing of the FML designation. Within two (2) business days, absent extenuating circumstances, the FML Request Form must be provided to the employee. If the leave has already begun, the supervisor must mail the form to the employee. If there is any change in the information contained on the form, the supervisor must update the form and return it to the employee within two business days.
2. The supervisor may designate leave as FML after an employee has returned to work in only two (2) cases:
 - a) If a supervisor does not learn the reason for an employee’s absence until he or she returns to work (within two business days the leave must be retroactively designated as FML); or
 - b) If the supervisor knows the reasons for the leave, but is unable to confirm that it qualifies under the FMLA, the supervisor should make a preliminary FML designation and notify the employee. Upon receipt of more information confirming that the leave is or is not for an FML reason, the supervisor must either withdraw or make final the designation as FML.
3. Within two (2) business days, complete the Family and Medical Leave (FML) Request Form to notify the employee that the leave will count against his/her 12-week FML entitlement.

NOTE: This form is available from the Office of the City Secretary. The supervisor must submit the form to the employee, and a copy of the form to the Payroll Department.

4. When the FML is used, a City Response to Request for FMLA Leave will be completed by the Supervisor and a copy filed with the HR Specialist and Payroll Department.
5. **In cases where medical certification is required, following notification, the Supervisor should contact the employee to advise that medical verification has been received and the leave has final clearance or that the verification form has not been received.**
6. Maintain all required records.
7. The HR Specialist will create and maintain all medical records in a strictly confidential manner. Supervisors will NOT keep employee medical records but will forward them to the HR Specialist upon receipt.

Using FML Intermittently or on a Reduced Schedule

Leave may be taken intermittently or on a reduced-leave schedule for employees or their family

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

members' serious health condition. Health care provider verification is needed when using intermittent leave for a serious condition. With the supervisor's agreement, such schedules may be arranged because of a birth, adoption, or foster care placement.

For intermittent leave or leave on a reduced-leave schedule, there must be a medical need for the leave (as distinguished from voluntary treatments and procedures) such that it can be best accommodated through an intermittent or reduced-leave schedule. Employees needing such schedules must attempt to schedule their leave so as to create minimum disruption to the department's operations. Only the amount of leave actually taken is counted toward the 12 weeks of FML. When an employee normally works a part-time schedule or variable hours, the amount of leave to which the employee is entitled is determined on a proportional basis.

For example: 1) If an employee works 30 hours per week, the employee is entitled to a prorated total of 12 weeks of FML in a twelve-month period or 360 hours (30 x 12 = 360); 2) If an employee works 39 hours per week, the employee is entitled to a total of 12 weeks of FML in a 12-month period or 468 hours (39 x 12 = 468).

Any intermittent leave or leave on a reduced schedule must be charged against the total hours to which an employee is entitled in a "rolling" 12-month period.

For exempt staff who takes FML intermittently or on a reduced-leave schedule, the employee and supervisor must agree on the employee's normal schedule or average hours worked each week to determine the amount of leave to which the employee is entitled. The actual number of hours is calculated as indicated in the example above. The supervisor must put the agreement in writing and maintain the document in accordance with FML recordkeeping requirements.

An employee may be temporarily transferred to an alternative position, with equivalent pay and benefits, in order to better accommodate recurring periods of intermittent or reduced schedule leaves.

Leave for Birth, Adoption, or Foster Care

Employees are entitled to take FML for a birth or placement for adoption or foster care during the 12-month period beginning on the date of the birth or placement. FML may not be granted for such purposes following this one-year period.

Use of Paid Leave

1. Vacation, Personal, Sick Leave: Employees vacation, personal, and sick leave do not run concurrently with FMLA.

(Exception: Any sick leave requiring an employee to be incapacitated for a period of more than three {3} days will run concurrently with FMLA.)

2. Sick Leave: This leave may only be used for the employee's own serious health condition.
3. Short-term Disability: When disability periods cover the full number of weeks accrued by the employee under the short-term disability program, the first 12 weeks of that period will count as

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

4. employees' 12-week family and medical leave (FML) entitlement, i.e., both short-term disability and FML will run concurrently. In cases where the disability period is some fraction of (the accrued number of weeks as determined by years of service), the combined period of disability and the FML entitlement must not exceed the number of accrued disability weeks during the twelve-month period.
5. Workers' Compensation: When an injury also meets the criteria for a serious health condition and when the period of workers' compensation covers the number of weeks accrued by the employee under the Short-term disability, the first 12 weeks of that period will count as employees' FML 12-week entitlement, running concurrently with workers' compensation. In cases where workers' compensation benefits are some fraction of the employees' STD benefit, FML and workers' compensation must not exceed the STD. In such cases the employee, if eligible, will remain on workers' compensation for the remainder of the 12-month period, becoming eligible, again, for FML at the start of the next twelve-month period.

Medical Verification

In cases of the serious health condition of a family member or the employee, a request for leave must be supported by a written verification issued by the health care provider (unless the employee has a medical verification through the short-term disability program or for short-term disability for maternity reasons). **In cases of chronic health conditions, the employee is responsible for notifying the supervisor of the chronic condition and providing health care provider verification.** The employee, within fifteen (15) calendar days of the date of the request, is responsible for ensuring that a completed Health Care Provider Verification Form is returned directly to the Supervisor and then to the HR Specialist and Payroll Department. The health care provider may return the form; however, it is the employee's responsibility to maintain contact with the health care provider to ensure that the form is sent within fifteen calendar days. Failure to provide verification may result in the disallowance or cancellation of the leave. Verification forms are available from the HR Specialist's office.

Employees who request FML to provide care for a newborn must, within fifteen (15) calendar days of the date of the request, forward to the HR Specialist a Health Care Provider Verification Form to support the need for the leave. For mothers of newborns, such verification will not be necessary if medical verification is already documented through the city's short-term disability records. In cases of adoption or foster care agency (from the lawyer in cases of private adoptions) as verification; this document must be forwarded to the HR Specialist within fifteen (15) calendar days of the date of the request.

If medical verification is a requirement of the leave, the Employee Assistance Program will:

-Notify the supervisor when it receives the Health Care Provider Verification Form or documentation from an adoption or foster care agency.

-Notify the supervisor if the verification form is not received within fifteen (15) calendar days.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

Second Opinion

If there is reason to doubt the validity of the health care provider's verification provided for FML, a second opinion may be required at the expense of the employee. The second opinion will be obtained by a health care provider designated by the city. If the second opinion differs from the original health care giver's verification, the city may require, at its own expense, the opinion of a third health care provider that is approved jointly by the city and the employee. The third opinion will be final and binding on the city and the employee.

Confidentiality of Employee Health Records

The City of Mont Belvieu will create and maintain a policy and practice on accessing medical records that is intended to protect the confidentiality of these records, as required by law. All employee medical/health records will be maintained in the office of the HR Specialist, not by individual departments.

City Holidays During FML

Holidays when the city is normally closed and employees are not expected to report to work do not count against FML.

Employment and Benefits Consultation

The employee is entitled to return to his/her position (provided that it still exists) or to an equivalent position.

Employees' existing health insurance coverage will be maintained during the leave period provided they continue to pay their share of the premiums. Employee's eligibility to continue specific benefit coverage is based on those benefits in effect at the time the leave commences. Contact the HR Specialist for an appointment to discuss premium payment during the leave and your individual elections. Nonpayment of the employee's portion of the premium could result in cancellation of the insurance after 30 days. The employee will receive written notice of cancellation of the insurance after 30 days. The employee will receive written notice of cancellation at least 15 days before the coverage will be discontinued. The city must receive payment within 30 days from the date of that notice.

Employee Assistance Program (EAP): Eligibility for the Employee Assistance Program will continue during family and medical leave.

Restoring You to the Job You Held Prior to Leave:

Employees returning from a family and medical leave are normally entitled to be restored to their original job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. In addition, your use of family and medical leave will not result in the loss of any employment benefit you earned or were entitled to before using family and medical leave.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

Acceptance of Other Employment

Acceptance of any employment inconsistent with this leave will result in termination of the leave and may result in discipline, up to and including termination of employment.

Exhaustion of FMLA Leave

Any employee who fails to return or is unable to return at the conclusion of his or her 12-week FMLA entitlement may be subject to termination of employment. An employee who informs the city that he or she does not intend to return at the conclusion of FMLA leave will be deemed to have resigned.

601 Family and Medical Leave Act (FMLA leave) Continued:

Violation of FMLA Leave

An employee charged with violating the FMLA or an employer's work rules will be allowed an opportunity to rebut the allegations. Employee should request a meeting with his/her supervisor and the HR Specialist. If this meeting does not resolve disputed allegations, then the HR Specialist will arrange a meeting with the employee, the Supervisor, HR Specialist and City Manager for resolution.

Training On FMLA Leave

All employees will receive training on the FMLA and the policies adopted by the City of Mont Belvieu and also will, upon receipt of an updated Employee Handbook, sign and return a receipt of such policy.

Record Keeping Requirements

The appropriate city departments must keep the following records for at least three years:

- Basic payroll and employee identification data (including name, address, title, rate of pay, and daily and weekly hours worked per pay period (for Nonexempt staff))
- Dates of leave granted and balance of leave remaining in the fiscal year
- Copies of employee notice for leave (if in writing)
- Copies of FML Confirmation Form
- Any records of Disputes

Medical verification documents must not be maintained in individual department FML records; they are confidential records and MUST be forwarded directly by the employee (or representative or health care provider) to the HR Specialist's office at 11607 Eagle Drive.

Recording and Processing FML for Nonexempt Staff

1. All FML hours must be recorded on the employee's time sheet, whether paid or unpaid
2. If paid time (e.g., vacation) is used, the time recorded must reflect the amount of vacation hours used.
3. If FML is taken without pay, the amount of unpaid time used must be recorded on the employee's time sheet.
4. The Family Medical Leave Request is required in all cases in which unpaid FML is used.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

Recording and Processing FML for Exempt Staff

1. The FML request form is required only when any amount of unpaid FML is taken, including intermittent or reduced schedule leave.
2. If paid leave (e.g., vacation) is used for all or part of the FML, the department must maintain its normal recordkeeping procedures for the use of paid time by Exempt staff and must indicate that such time is being used as FML.
3. The department is responsible for maintaining up-to-date and accurate records of all FML used, whether paid or unpaid.

Definitions of Related Terms:

Definitions of Terms Used in Connection with Family and Medical Leave

Serious Health Condition

An illness, injury, impairment, or physical or mental condition that involves one of the following:

- any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility;
- any period of incapacity of more than three (3) consecutive calendar days, that also involves subsequent or continuing treatment by (or under the supervision of) a health care provider.

NOTE: A chronic health condition also qualifies as a serious health condition even if an employee or family member does not receive treatment and it does not last three days: such as asthma, severe morning sickness).

Caution: Unless complications arise, ailments such as the common cold, flu, ear ache, upset stomach, minor ulcers, headaches other than migraine, etc. are not considered a serious health condition and do not qualify for FML. Employees should utilize their personal sick leave bank for such purposes.

Continuing Treatment by Health Care Provider:

A serious health condition involving continuing treatment by a health care provider includes any of the following:

- Treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the health care provider's supervision.
- Pregnancy or prenatal care (qualifies even if an employee does not receive treatment and even if the care does not last three days).

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

- A chronic health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than continuing incapacity (e.g., asthma, diabetes, epilepsy).
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, terminal stages of a disease).
- Treatment by a health care provider either for restorative surgery after an accident or injury, or for a condition that would likely result in an incapacity of three or more days if not treated (e.g., cancer, severe arthritis, kidney disease).
- Allergies or mental illness resulting from stress, but only if they meet all of the other criteria of a serious health condition.
- Treatment for substance abuse (absence due to employee's use of the substance rather than treatment does not qualify for FML).

Health Care Provider

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery as appropriate) by the state in which the doctor practices. For example, this may also include podiatrists, dentists; clinical psychologists; optometrists; chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist); nurse practitioners and nurse-midwives who are authorized and are performing under the scope of their practice as defined under State law as clinical social workers; and Christian Science practitioners.
- Also included are health care providers who practice outside of the United States and other health care provider from whom the city will accept the existence of a serious health condition to substantiate a claim for benefits.

Intermittent Leave

Leave taken in separate blocks of time due to a single illness or injury, rather than for a continuous period of time; it may be taken in hours, days, or weeks.

Reduced-leave Schedule

Reduced-leave Schedule: a leave schedule which reduces the employee's regularly scheduled number of working hours per work week, or hours per workday.

Disclaimer: The description does not constitute a legal document. The city reserves the right to alter this leave provision, as provided by law.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA leave) Continued:

Reservation Statement

All of the parameters of FMLA leave, including the duration of leave, benefits availability, job restoration, and other rights and obligations associated with FMLA leave, are limited by the requirements of applicable state and federal law. Employees should not infer any express or implied contractual rights from this policy. The city reserves the right to modify this or any other policy as necessary, in its sole discretion, to ensure compliance with applicable state and federal laws.

Enforcement

The FMLA is enforced by the Wage and Hour Division of the U.S. Department of Labor's Employment Standards Administration. Enforcement procedures are modeled after FLSA. If employees feel their rights under the FMLA have been violated, they have two choices: (1) they may file a complaint with the Secretary of Labor, or (2) they may bring a private civil suit against their employer.

603 Personal Leave

Effective Date: 10/1/2001

Mont Belvieu provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- * Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. Final approval by the City Manager is required.

Personal leave may be granted for a period of up to 10 calendar days every 1 year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 5 calendar days. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Mont Belvieu will continue to provide health insurance benefits for the full period of the approved personal leave.

If an employee fails to report to work promptly at the expiration of the approved leave period, Mont Belvieu will assume the employee has resigned.

605 Military Leave

Effective Date: 10/1/2001

Revised 02/08/2016

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military Training Leave applies to regular full time employees who take a leave of absence to fulfill training obligation that does not exceed 15 days in a 12 month period.

The City will supplement the employee's military wage or salary in an amount equal to the difference between the employee's military wage or salary and the employee's City wage or salary, if the employee's military wage or salary is less than the employee's City wage or salary for a period up to 15 work days in accordance with Section 431.005 of the Texas Government Code for military training leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

While on paid leave, benefit accruals, such as vacation, sick leave, or holiday benefits, will continue to accrue during the fifteen workdays of paid military leave.

The employee may use vacation leave after exhausting the fifteen days of supplemental military training leave pay. Thereafter, military leave will be unpaid.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Benefits and benefit accruals, specifically vacation, sick leave and holidays, shall cease accrual for all absences in excess of 30 consecutive calendar days and will resume upon the employee's return to active employment.

TMRS Retirement Benefits. Employees who take military active leave may apply to the Texas Municipal Retirement System (TMRS) for service credits for the time they were on leave if the employee:

- * Returns to work within 90 days of the end of leave;
- * Receives an honorable discharge;
- * Completes an application and forms required by TMRS;
- * Within 5 years of the end of the leave, deposits the money that would have been deducted from the employee's salary had the employee not been on leave.

(Mont Belvieu City Council Minutes, February 8, 2016)

607 Pregnancy-Related Absences

Effective Date: 10/1/2001

Mont Belvieu will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

LEAVES OF ABSENCE

609 Service with Volunteer Fire Department

Effective Date: 2/9/04

Employees who serve as volunteers with the Mont Belvieu Volunteer Fire Department will be granted time off to respond to fire calls during their regularly scheduled work shift under the following conditions:

1. Employees shall seek the permission of their supervisor before responding to a fire call. If the supervisor is unavailable, employees shall use their best judgment.
2. Attendance at fire department calls during working hours will be restricted to structure fires, accident scenes, or when the incident commander determines that the employee's presence as a volunteer is needed to protect life or property.
3. While traveling to the fire department call, while at the fire department call, and while returning from the fire department call to their regular work location, the employee is for all purposes considered to be serving as a volunteer, and not an employee of the city.
4. Employees will not be compensated for the hours spent at fire calls which are beyond their scheduled work period. However, paid time off during the employee's regular work schedule shall be considered hours worked for the purposes of determining overtime pay. For example, if an employee whose regular workday ends at 5:00 p.m. makes a fire call that extends from 3 p.m. to 8 p.m., he will receive two hours of paid time off for the hours from 3:00 p.m. to 5:00 p.m. The two hours will then be considered as hours "actually" worked when determining if the employee is eligible for overtime pay that week. Exempt employees shall receive no compensatory time for hours spent at fire calls.
5. Employees will be covered by the workers compensation coverage afforded volunteer firemen when responding to fire department calls.
6. On-duty Police and EMS personnel are required to remain on duty and may not respond as volunteer firefighters.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

Effective Date: 10/1/2001

To ensure orderly operations and provide the best possible work environment, Mont Belvieu expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Dishonesty and falsification of records
- * Habitual tardiness, unauthorized or excessive absences, or abuse of sick leave or other leave policies
- * Use of official position or authority for personal or political profit or advantage
- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with Mont Belvieu is at the mutual consent of Mont Belvieu and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

702 Drug and Alcohol Use

Effective Date: 10/1/2001

It is Mont Belvieu's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Mont Belvieu premises and while conducting business-related activities off Mont Belvieu premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the City Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Mont Belvieu's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Mont Belvieu policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Mont Belvieu any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Mont Belvieu of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the City Manager without fear of reprisal.

For more specific information regarding City requirements, please refer to Appendix A - Substance Abuse Policy.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

703 Sexual and Other Unlawful Harassment

Effective Date: 10/1/2001

Mont Belvieu is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. Mont Belvieu provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
 - * Offering employment benefits in exchange for sexual favors.
 - * Making or threatening reprisals after a negative response to sexual advances.
 - * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
 - * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
 - * Verbal sexual advances or propositions.
 - * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
 - * Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the City Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the City Manager so it can be investigated in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

704 Attendance and Punctuality

Effective Date: 10/1/2001

To maintain a safe and productive work environment, Mont Belvieu expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Mont Belvieu. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 10/1/2001

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Mont Belvieu presents to customers and visitors.

During business hours or when representing Mont Belvieu, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- * Shoes must provide safe, secure footing, and offer protection against hazards.
- * Canvas or athletic type shoes are not appropriate professional attire.
- * Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- * Mustaches and beards must be clean, well-trimmed, and neat.
- * Hairstyles are expected to be in good taste.
- * Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- * Hairstyles should be worn in a manner that will not interfere with the employee's safety on the job.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- * Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- * Multiple ear piercings (more than two rings in each ear) are not professionally appropriate and must not be worn during business hours.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

706 Return of Property

Effective Date: 10/1/2001

Employees are responsible for items issued to them by Mont Belvieu or in their possession or control, such as the following:

- * cell phones
- * credit cards
- * equipment
- * keys
- * manuals
- * pagers
- * protective equipment
- * security passes
- * tools
- * uniforms
- * vehicles
- * written materials

All Mont Belvieu property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Mont Belvieu may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Mont Belvieu may also take all action deemed appropriate to recover or protect its property.

708 Resignation

Effective Date: 10/1/2001

Resignation is a voluntary act initiated by the employee to terminate employment with Mont Belvieu. Although advance notice is not required, Mont Belvieu requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

712 Solicitation

Effective Date: 10/1/2001

In an effort to ensure a productive and harmonious work environment, persons not employed by Mont Belvieu may not solicit or distribute literature in the workplace at any time for any purpose.

Mont Belvieu recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on city bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- * Federal Laws and Regulations
- * Organization announcements
- * Payday notice
- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information

714 Drug Testing

Effective Date: 10/1/2001

Mont Belvieu is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the HR Specialist.

For additional information, you are referred to Appendix A - Substance Abuse Policy.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

716 Progressive Discipline

Effective Date: 10/1/2001

The purpose of this policy is to state Mont Belvieu's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Mont Belvieu's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Mont Belvieu is based on mutual consent and both the employee and Mont Belvieu have the right to terminate employment at will, with or without cause or advance notice, Mont Belvieu may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- reprimand, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Disciplinary action, up to and including involuntary termination shall be the responsibility of each Department Manager. Employees aggrieved by the decision of Department Manager should utilize the Problem Resolution procedure.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a reprimand; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 18 months have passed since the last disciplinary action, the process will normally start over.

Mont Belvieu recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Mont Belvieu.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

718 Problem Resolution

Effective Date: 10/1/2001

Mont Belvieu is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Mont Belvieu supervisors and management.

Mont Belvieu strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Mont Belvieu in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 5 calendar days, after incident occurs.
2. Supervisor responds to problem during discussion or within 5 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to City Manager in writing within 5 calendar days, if problem is unresolved. The City Manager reviews and considers problem, informs employee of decision within 5 calendar days, and forwards copy of written response to the HR Specialist for employee's file. The City Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

720 Casual Days

Effective Date: 10/1/2001

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days at Mont Belvieu. Each Friday will be a designated casual day. Other days, such as certain holidays or days proceeding holidays, may be designated as casual days with prior notification from your immediate supervisor.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- * shirts with city logos
- * slacks
- * casual dresses and skirts
- * golf shirts
- * turtlenecks
- * sweaters
- * loafers
- * flats
- * dress sandals

Examples of inappropriate clothing items that should not be worn on casual days include:

- * sweatpants
- * warm-up or jogging suits and pants
- * shorts
- * short shorts
- * bib overalls
- * spandex or other form fitting pants
- * miniskirts
- * spaghetti-strap dresses
- * sweatshirts
- * T-shirts or sweatshirts with messages or images
- * tank tops
- * halter tops

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

720 Casual Days Continued:

- * visible undergarments
- * slippers
- * thong slippers
- * athletic shoes

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

722 Workplace Etiquette

Effective Date: 10/1/2001

Mont Belvieu strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Mont Belvieu encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the City Manager if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- * Return copy machine and printer settings to their default settings after changing them.
- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Retrieve print jobs in a timely manner and be sure to collect all your pages.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Be careful not to take or discard others' print jobs or faxes when collecting your own.
- * Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- * Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- * Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- * Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- * Refrain from using inappropriate language (swearing) that others may overhear.
- * Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

780 Rehiring

Effective Date: 10/1/2001

Employees of the City may request to be rehired after they have resigned from municipal service providing their prior service with the City was terminated in good standing. Persons seeking to be rehired shall not automatically be entitled to reappointment to the next available vacancy. Anyone rehired will receive no additional benefits other than as provided for new employees. Rehired employees who request rehire [and are rehired] within thirty days of their separation date, shall retain their original hire date as it pertains to accumulation of vacation, sick leave or service to the City.

790 Neglect of Duty

Effective Date: 10/1/2001

Employees shall not engage in any activity, entertainment, or personal business which would distract them from or cause them to neglect their official duties.

791 Conflicting Orders

Effective Date: 10/1/2001

An employee who receives a proper order that conflicts with a previous order shall respectfully inform the supervisor, who issued the second order, of the conflict. If the supervisor does not alter or retract the conflicting order, the order shall stand. The supervisor who issued the second order shall have responsibility for any consequences that may arise from the conflicting order.

792 Public Statements and Appearances

Effective Date: 10/1/2001

Without approval from their supervisor [unless it is a part of their assigned duties], employees shall not permit themselves to be held out, in public or in the media, as official representatives of their department or of the City of Mont Belvieu.

793 Confidentiality of Information

Effective Date: 10/1/2001

Employees shall treat the official business of the City and of their department as confidential. Employees shall only disseminate official information to those intended to receive it in accordance with established department procedures. All requests for "Public Information" will be immediately directed to the office of the City Secretary.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

794 Insubordination

Effective Date: 10/1/2001

Employees shall promptly obey any lawful order of a supervisor. "Supervisor" includes any employee having authority to exercise command in a given situation. Insubordination includes the willful disobedience of any order lawfully issued by a supervisor, or any insolent language, attitude or conduct toward a supervisor.

795 Criticism

Effective Date: 10/1/2001

Employees shall not publicly criticize or ridicule the City or a department, its policies, or its members by talking, writing, or otherwise making defamatory, obscene or unlawful statements which could impair the operation of the City or the department.

799 Media Policy for City Employees

Effective Date: 10/1/2001

In order that the City may be responsive to the media and so that employees can feel confident in dealing with the media, the City of Mont Belvieu has implemented this media policy.

If a reporter contacts an employee for information regarding an incident or City policy, the employee shall respond:

All information for the media is disseminated, under City policy, by the Office of the Mayor. I regret that I am unable to provide any information to you at this time. You may reach the Office of the Mayor by phoning City Hall during regular business hours.

If a reporter is seeking information on a police investigation, you should respond by saying:

All information relating to active Police Department investigations are the responsibility of the Chief of Police, who is the person designated to release any available information.

All follow-up inquiries and other inquiries will be treated in the same manner.

ADDENDA

980 Fair Labor Standards Definitions

Effective Date: 10/1/2001

Policy of the City of Mont Belvieu

The purpose of this chapter is to establish the City's policy regarding the administration of the Fair Labor Standards Act, as amended, and to emphasize the necessity for rigid compliance with the Act's provisions. This policy shall supersede any provisions currently in practice which are in conflict with the provisions and intent of the Fair Labor Standards Act.

1. A federal law, the Fair Labor Standards Act of 1938, as amended, is the major basis for this policy. This law establishes "standards" for minimum wages, maximum hours, overtime pay, and child labor. This policy also refers to the law as "the Act" and as "FLSA".

2. The City is presently covered by FLSA, as amended. Accordingly, the City, at this time, is responsible to the Wage and Hour Division, U.S. Labor Department, for compliance with the Act.

3. Any failure to comply with the FLSA subjects the City and the administration involved to serious legal consequences and to significant monetary liability. Thus, the City must hold employees at every level responsible for compliance, and if it occurs, for noncompliance.

4. This policy is designed to facilitate rigid compliance with FLSA. Except as explicitly provided, no one has the authority to promote or to enter into any arrangement or agreement which denies any City employee his or her rights under the Act or under this policy.

5. This policy is applied in each case without regard to any employee's race, color, religion, sex, age, handicap or national origin.

EMPLOYEE RIGHTS

Each non-exempt City employee will be guaranteed the right to be treated in accordance with established City Wage-Hour Policy and FLSA.

1. All employees have the right and are encouraged to raise questions, if any, about their FLSA status or suspected changes in their status, pay, hours worked, or any other matters affecting them under this policy. Initially, employees should be directed to their department head to address such matters. The latter will answer the question or seek the correct answer from the appropriate source.

2. Any employee may, and should be encouraged to, consult the Administration Department concerning pay status. Moreover, the employee may consult the U.S. Labor Department concerning Wage-Hour matters. FLSA states that no one can take action against an employee who ". . . files a complaint and/or institutes any proceeding under or related to . . . the Act." The City protects and upholds this employee right, both as matters of the law and policy.

3. An employee whose questions or complaints are not settled through informal means should be advised of appeal rights.

ADDENDA

980 Fair Labor Standards Definitions Continued:

ASSIGNMENT of RESPONSIBILITIES

The following assignment of responsibilities pertaining to the administration of the City Wage-Hour policies is prescribed to insure compliance with FLSA and City Wage-Hour policy.

1. Administration Department

This department is responsible for developing supporting systems and procedures and for the applications needed to prepare and process payrolls for FLSA compliance. Included are the processing of time records, payroll procedures and certification, release of checks, departmental records requirements and compliance of audit procedures.

2. Department Heads

The department head is responsible for meticulous compliance with this policy with respect to all employees under his/her general or specific supervision. It is the department head's responsibility to ascertain the availability, if any, of overtime funds from his/her appropriate budgetary sources in planning overtime work, and for authorizing any and all overtime. Among other specific responsibilities, the department head is responsible for:

- a. Requesting changes in FLSA exemption status for employees through the Administration Department;
- b. Reporting any change, which might affect the FLSA exempt or nonexempt status of an employee even for periods as brief as to affect only one workweek.

Example: If an accountant is assigned clerical duties of a nonexempt nature, he/she may later claim nonexempt status for that workweek and thus become eligible for overtime pay for that period of time. Determination of eligibility for overtime pay will depend upon accurate record keeping over prolonged periods.

ADMINISTRATION DEPARTMENT

The Mayor shall from time to time designate employees who are responsible for overall administration and interpretation of the Act, including compliance in:

- a. Determining the existence of employer-employee relationships;
- b. Exempt or nonexempt status of each employee;
- c. Minimum wage, work time, paid non-work time, overtime, work schedules, special residence agreements, and other wage-hour policy questions; and
- d. Child labor standards.

The Administration Department is solely responsible for wage negotiations and liaisons with the Wage and Hour Division, U.S. Labor Department, on matters affecting employees.

ADDENDA

980 Fair Labor Standards Definitions Continued:

"TIME" DEFINITIONS

1. Workweek. For all 40-hour employees, the workweek shall consist of the time span of seven consecutive twenty-four hour periods within which the City calculates overtime hours and corresponding pay for nonexempt employees. The workweek begins at 12:01 a.m. on Saturday morning and ends at midnight on the following Friday. This must not be confused with the "work schedule".

2. Workday. The period of twenty-four hours which begins at 12:01 a.m. and ends at midnight. The first workday begins at the time the workweek begins (12:01 a.m. Saturday) and the seventh workday ends at the same time the workweek ends (midnight on the following Friday).

3. Work Schedule. For a full time nonexempt employee, the 40 hours usually assigned in each workweek and the 8 hours usually assigned in each workday.

4. Work Time (Actual Hours Worked) The following defines "work time" or "hours worked" as it relates to the City's Wage-Hour policies and the Fair Labor Standards Act as amended. Work time [or hours worked]:

a. is all time an employee: ". . . is suffered or permitted to work." It is of no consequence where such work takes place, i.e., in the customary workplace, at home, or anywhere else.

b. includes all time spent in actual work-related activities, which are controlled or required by the City, and pursued primarily for the City and the City business.

c. includes most activities related to the employee's principal duties. Examples include sharpening or cleaning tools, setting up equipment, waiting for instructions moving about the City to perform assigned duties, attending departmental meetings, changing clothes on City premises where special uniforms or clothing are required by the City, emergency medical treatments for on-the-job accidents, and other work-related activities.

5. Overtime Work

Time worked by a nonexempt employee over 40 hours of work time per workweek. All overtime work will be authorized or requested by the supervisor and no overtime hours are to be worked without supervisory authorization. Payment for overtime work will be in the form of monetary reimbursement at time and one-half (one and one-half times an employee's regular hourly wage) or in the form of compensatory time.

6. Paid Non-Work Time (Coded Time)

The payment for paid non-work time (coded time) is applied with uniformity and equity to insure that the appropriate recording of non-work is accomplished in accordance with City compensation policies and procedures.

a. Paid non-work time (coded time) includes sick and injury leaves, holiday pay, vacation, jury duty, and other authorized paid absences.

ADDENDA

980 Fair Labor Standards Definitions Continued:

b. Coded hours can be credited only as provided in these policies.

c. Coded hours must never be recorded as hours worked, and hours worked must never be recorded as coded hours.

d. Coded hours will not be credited for the purpose of calculating overtime pay. **Overtime pay will apply only when actual hours worked exceed the maximum for the work cycle.** Training time is considered work time.

7. **Compensatory Time.** Exempt personnel are not eligible to receive overtime pay and are expected to work whatever hours are necessary to complete their job assignments. However, exempt employees may be allowed time off as partial compensation for "extra" hours worked. *Comp time is not provided on an hour-for-hour even exchange basis.* The amount of comp time awarded and the scheduling of comp time off for exempt personnel must be authorized by the City Manager. Comp time is ideally suited for those times when several hours are needed during the working day for personal business. At no time will any "comp time" accumulation exceed forty (40) hours.

There will be no monetary reimbursement made for accumulated compensatory time for exempt personnel at termination or at any other time regardless of the circumstances.

8. Budget Time Off (Straight Time)

Departmental heads will be responsible for reviewing staffing levels, work loads, and vacation schedules on a regular basis so as to minimize the need for overtime work.

Even though an employee works more than 8 hours on a workday, the work schedule may be adjusted so that the employee does not work over 40 hours in that same workweek. This may be accomplished by granting straight (or hour-for-hour) budget time off.

Example: A heavy workload makes it necessary for employee Smith to work a total of 23 hours on Monday. Supervisor Brown, in his discretion, offsets these "extra" hours by scheduling employee Smith off - without pay - for four hours on Wednesday. Supervisor Brown could have elected to schedule employee Smith off - without pay - on Thursday or Friday. In any event, there is no "overtime" pay or "compensation time" pay when time off without pay is scheduled on an hour-for-hour basis in the same workweek. However, overtime work results and overtime or compensation time pay is mandatory for all work time over 40 hours in that or any other specific workweek.

9. Pay Period

An internal accounting term. Refers to a period of two workweeks. An individual paycheck is issued to cover each pay period.

10. Break Periods

Break periods are always counted as work time and cannot be used to offset other work time in any workweek.

ADDENDA

980 Fair Labor Standards Definitions Continued:

11. Meal Periods

a. The City customarily allows a one-hour meal period for full-time employees and part-time employees working more than a 5-hour daily work schedule. Any department's work schedule providing for frequent exceptions to this policy must be approved by the Administration Department. Except in emergency circumstances, an employee's meal period cannot be less than 30 minutes.

b. A bona fide meal period is not work time. However, any time normally set aside for meals, during which the employee performs job-related work, will be recorded as work time. Any so-called "meal period" of less than 30 minutes will be recorded as hours worked.

12. On-Call Time

a. "On-call" time is any time employees are required to remain at or so near their place of work that they cannot use the time effectively for their own personal purposes. "On-call" time as defined in this chapter is work time.

b. "On-call" time does not occur if employees are not required to remain on the City's premises but are merely asked to wear a pager, or leave word at their homes or with their respective supervisors as to where and how they can be reached. Any department schedule requiring frequent on-call arrangements must be approved by the Administration Department in order to insure compliance with FLSA requirements.

13. Travel Time

Determination of travel time as work time or not work time depends upon all of the following circumstances:

a. Travel from home to work before reporting time on an assigned workday and return home at the end of the workday is not work time.

b. Time spent by employees in travel as part of their normal activities, such as travel from job site to job site during the employee's regular working hours, is work time and must be recorded as such for all nonexempt (FLSA) employees.

c. Travel performed outside the employee's normal work schedule as a result of assigned duties may constitute work time and can result in entitlement to overtime pay for nonexempt employees if a combination of travel and work exceeds 40 hours in a given workweek.

d. Travel time on emergency calls to the normal workplace is not time worked. However, emergency call travel time to places other than the normal workplace may be considered as time worked, in which case time and distance will be calculated from the usual place of work to the assigned emergency location.

ADDENDA

980 Fair Labor Standards Definitions Continued:

14. Attendance at Training Sessions and Other Meetings

a. Required attendance at training or other meetings, before, or after the employee's regular work **720** schedule, is work time.

b. Voluntary attendance at training or other meetings, before or after the employee's regular work schedule, is not work time. Note: Attendance is "voluntary" only when employees in fact are not led to believe that their working conditions or chance of continued employment in their current job status would be adversely affected by non-attendance.

15. Court Time

a. Police personnel subpoenaed to court during off duty periods as a result of cases made in the performance of their normal duties will be paid as work time. (Overtime will be paid if the employee has actually worked more than 40 hours that workweek; employees will be paid at straight time if they have worked less than 40 hours).

b. Employees will be compensated a minimum of one hour for Municipal Court and a minimum of two hours for County Court, District Court, Federal Court or Grand Jury.

RESPONSIBILITY for CONTROLLING WORK TIME

1. Department Head

a. Each department head is responsible for exercising adequate supervision to insure that employees are complying with established work schedules and that unscheduled work is performed only in bona fide emergencies. The mere establishment or communication of work schedules does not relieve department heads of their responsibility for controlling work time. Department heads must ascertain and insure that all work schedules are followed by the employees.

b. The department head is responsible for controlling starting and stopping times and all work time, whether within or outside the usual work schedule. Example: A clerk having lunch at his or her desk during the specified lunch period who also is answering the phone, typing, filing, or doing other "work" must be paid for such time.

c. If the employee happens to start work early or late and the time for either period is seven minutes or less, that time need not be recorded as work time. Such periods of time will be considered as "incidental" and will not require compensation. Overtime pay will begin the eighth minute and will be calculated in even 15-minute intervals.

2. Employees

a. It is the duty of every employee to comply with departmental work schedules and to avoid performing work that is "unscheduled" or "non-directed" outside of assigned work schedules except in bona fide emergency situations.

ADDENDA

980 Fair Labor Standards Definitions Continued:

b. The above statement recognizes the department head's ultimate responsibility for controlling the hours of work time which cannot be delegated or passed on to the employee. The department head is also responsible for advising all nonexempt employees of this policy.

RECORDING WORK TIME and ALL TIME

The responsibility for recording work time, coded time, overtime, compensation time and budget time off rests with the supervisor and/or department head.

A policy of recording work time must be applied with uniformity and equity to insure that accurate recording of work time is accomplished in order to maintain strict compliance with City wage-hour policy and FLSA requirements. The procedures listed below are to be followed exactly. No deviation will be authorized or permitted.

1. Work time must be recorded exactly the way it is worked. Each workday must be recorded separately with respect to hours worked. "Doctoring" or otherwise falsifying time records clearly violates the Act and City policy and will subject the responsible person or persons to appropriate disciplinary action.

2. Beyond all possible legal and policy complication, falsified time records violate the City's need for equity in its pay and benefits practices among employees in any department.

3. Some examples of illegal practices include those listed below, all of which are expressly prohibited.

a. Recording only time worked on City premises while permitting the employee to take work home for which no work time is recorded.

b. Permitting employees to work while presumably taking a meal period and not recording such time as time worked.

c. Permitting employees to arrive early and perform work after hours without recording the time as work time.

d. Permitting an employee to leave early on a day in one workweek as a convenience for "bad" weather, to pick up the children, or other employee-initiated reasons, and permitting that employee to report early, stay late, or work during meal periods to "make up" in the same or another workweek without recording the "short" hours or the overtime work.

e. Permitting employees to record only as much work time as the departmental budget will permit, without respect to the actual time worked.

f. Maintaining dual time records, e.g., one set for "pay" purposes and another set for actual time worked.

981 Police Department Work Periods

Effective Date: 10/1/2001

TIME DEFINITIONS:

1. Workweek

For all 40 hour employees, the workweek will consist of the time span of seven consecutive 24 hour periods within which the City calculates overtime hours and corresponding pay for nonexempt employees. The workweek begins with the Saturday night shift and ends with the Friday evening shift.

This must not be confused with "work schedule."

2. Workday

A workday is defined as the period of 24 hours beginning with the night shift; then the day shift; and ending with the evening shift. The first workday begins at the time the workweek begins (Saturday night shift), and the seventh workday ends at the same time the workweek ends (evening shift on the following Friday).

3. Shifts Spanning Two Calendar Days

Frequently, police shifts overlap from one day's p.m. hours to the next day's a.m. hours. Night shifts beginning on the previous day will be determined to have been worked on the day the shift ends. Evening shifts that transcend midnight will be determined to have been worked on the day the shift begins. The Chief of Police shall determine where other shifts that span two calendar days will be allocated.

WORK TIME [ACTUAL HOURS WORKED]:

1. Work Time (Hours Worked) - General

Where changing clothes is merely a convenience to the employee and not directly related to his/her principal activities, such activity is considered "preliminary" or "postliminary" activity rather than a principal part of the activity. Such time is not considered "time worked."

2. Work Schedule

Work schedules for standard and non-standard duty hours for nonexempt police officers will be set by the Chief of Police as needed to accomplish the police mission. Police officers may be required to report for duty prior to their scheduled shift start or remain after their scheduled shift end without being compensated for that time as long as that total time does not exceed limits set out in FLSA Section 7(k).

3. Lunch Period

All certified police officers working patrol shifts will be allowed to take a lunch period when they work a shift of five hours or more. This lunch period shall not exceed one hour, and this time will be considered as time worked. Therefore, the officer shall remain available for calls during this lunch period by continuing to listen to the police radio as well as informing the dispatcher of his location during the lunch period. Officers will not receive additional pay when called back to work from a lunch period. Coffee breaks will be provided at the discretion of the Chief of Police and cannot be substituted for a lunch period of short duration.

981 Police Department Work Periods Continued:

Sergeants, Lieutenants and Captains: Work hours for these officers will be set by the Chief of Police.

Dispatchers: Dispatch personnel will be ready to go to work at the specified hours. Dispatchers going off duty will be relieved promptly at the end of their shift. Lunch or break periods will be given at the discretion of the Chief of Police and are not required to be given. Since dispatchers are not allowed an uninterrupted lunch period, they will be allowed to eat their lunch at their work station as their work load may allow.

4. Nonexempt Office Personnel

Standard Hours: 8:00 a.m. to 5:00 p.m. **Required:** 1 - hour lunch period - uninterrupted. Coffee breaks will be provided at the discretion of individual supervisors and cannot be substituted for a lunch period of short duration.

Non-Standard Hours: Work hours will be set by the Chief of Police. Lunch periods will be 30 minutes or longer of uninterrupted time.

Detectives: Detective work hours will be set by the Chief of Police. Detectives will earn overtime compensation for hours actually worked over 40 per week. Lunch periods will be assigned at the discretion of the Chief of Police. Lunch periods must be 30 minutes or longer of uninterrupted time and will not apply toward the 40 hour computation.

ON CALL TIME

Employees on call for court are not required to remain on City premises unless specifically instructed by a supervisor. Employees instructed to remain on City property will be compensated. All officers of the Mont Belvieu Police Department are required to be reachable at all times when they are off duty, unless they are ill, on vacation, or physically outside the range of accessibility. It is recommended that officers keep their pagers on and in hearing range at all times.

OVERTIME COMPENSATION

1. Overtime will be paid for time worked in excess of an employee's scheduled daily shift hours.
2. Employees who are required to work on scheduled holidays will receive eight (8) hours of holiday pay at their regular straight time rate plus time and one half for all hours *actually worked*.
3. Employees will be paid eight (8) hours of holiday pay (at straight time) for scheduled holidays not worked.

ADDENDA

982 Field Services (Public Works & Parks and Recreation) Definitions

Effective Date: 10/1/2001

Revised: 7/23/07

Revised: 12/09/2013

Definitions

1. Hours of Work:

The Field Services departments will observe the following as normal hours of operation. **The hours will be 7:00 a.m. to 4:00 p.m. (12:00 am to 1:00 pm with one hour for lunch), Monday through Friday.** *(Approved by City Council July 23, 2007)*

2. Call Pay:

a. If an employee is called to work at a time other than his scheduled work time, that employee will be compensated for actual hours worked plus a "call out premium", the amount of which is periodically reviewed by the City Manager. No more than one "call out premium" will apply in a twenty-four hour work period.

b. The operator on call is required to be within twenty (20) minutes of the Mont Belvieu City limits.

4. Holidays

a. Employees who are qualified with the proper certification, alternate working holidays.

b. The operator working the holiday is required to be available by telephone or pager while on duty.

5. Weekends

a. Employees who are required to work weekends will be paid one and one half times their regular straight time rate for actual hours worked. Overtime will not be pyramided.

ADDENDA

982 Field Services Definitions Continued:

- b. Employees who are qualified with the proper licenses, alternate working weekends.
- c. The operator working the weekend is required to be available by telephone or pager while on duty.

990 Substance Abuse Policy

Effective Date: 10/1/2001

PURPOSE

The City of Mont Belvieu has a public trust to provide a variety of services to the community. An efficient and productive work force is vital to carry out that trust. The public has a reasonable right to expect persons employed by the City to perform their duties free from the effects of drugs, including alcohol.

The City has an obligation to insure public safety through the actions of its employees. Furthermore, employees of the City have a reasonable right to work in a safe environment free from the effects of drug use. The City has a reasonable right to expect employees to report to work fit for duty, free from the effects of drug use.

The City recognizes that an employee's physical condition affects job performance and that drug use ranks as one of the major health problems in our society. It is the intent of this policy to express the City's viewpoint on drug usage exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders, and to provide guidelines for consistent handling of situations arising from such disorders.

SCOPE

This policy applies to all applicants for employment in full-time and part-time positions. This policy also applies to all current employees of the City of Mont Belvieu.

A. Definitions

1. *Alcohol* Alcohol is a drug. It is a central nervous system depressant. Alcohol is the major intoxicating ingredient in wine, beer and distilled liquor. It is the product of distillation of any fermented liquid, whether rectified or diluted, whatever the origin and includes synthetic ethyl alcohol.

2. *Drug* Any chemical substance which produces physical, mental, emotional or behavioral changes in the user.

3. *Controlled Substance* Any of those substances listed under the Uniform Controlled Substances Act of the State of Texas.

ADDENDA

990 Substance Abuse Policy Continued:

4. *Illegal Drugs* Drugs for which the possession, use, sale or distribution is unlawful pursuant to the laws of the State of Texas or any federal law or regulation. Illegal drugs, for the purpose of this policy, also include drugs, which are not legally obtainable, and drugs which are legally obtainable but have been obtained illegally.

5. *Intoxicating Substance* Any substance which produces changes in one's physical, mental, or emotional state or behavior; including, but not limited to, glue, paint thinner, etc.

6. *Drug & Alcohol Testing* May include, but not be limited to, urinalysis or blood sample testing.

7. *Possession* Having controlled substances which are not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Texas or any federal law or regulation.

8. *Reportable Incident* Any personal injury or property damage involving a City employee that occurs on or off City property during assigned work hours, and/or any time an employee is using a City vehicle or wearing a City uniform.

9. *Under the influence of alcohol means:* Not having the normal use of mental or physical faculties, thus impairing an employee's job performance by reason of the introduction of alcohol, a controlled substance, a drug, or a combination of two or more of those substances into the body or having an alcohol concentration of 0.08 or more.

10. *Alcohol Concentration means:* (a) the number of grams of alcohol per 100 milliliters of blood; (b) the number of grams of alcohol per 210 liters of breath; or (c) the number of grams of alcohol per 67 milliliters of urine.

RULES AND REGULATIONS

The City of Mont Belvieu is concerned with those situations where use of alcohol, intoxicating substances or other drugs is detrimental to the public trust or to the safety of employees or citizens. The City is committed to initiating the rehabilitation of employees who use/abuse drugs and alcohol by referral to the Employee Assistance Program ("EAP").

Early recognition and treatment of chemical dependency problems is important for successful rehabilitation to improve job performance and/or reduce personal, family and social disruption. Employees who participate in a program for the purpose of treating alcoholism or drug addiction may do so without jeopardizing their employment with the City, provided they stop all involvement with alcohol or other drugs. Participation in such programs may not prevent disciplinary action for incidents that have already occurred. Should a rehabilitation program be necessary, leaves of absence may be used in accordance with current policies as stated in the Employee Handbook or an appropriate Memorandum of Agreement.

To implement this policy, the following rules are established as conditions of employment with the City of Mont Belvieu.

ADDENDA

990 Substance Abuse Policy Continued:

1. The City will not hire any applicant who tests positive on a detection test for illegal drugs or alcohol. Those individuals will be prohibited from employment with the City for one year, unless they provide certified documentation of successful completion of a substance abuse rehabilitation program. Applicants who have completed a rehabilitation program will be subject to drug screening prior to being considered for employment.

2. Any City employee who is involved in a reportable incident (see definition) that results in injury to persons or property shall be subject to an investigation. Employees will be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty if there is reasonable suspicion that the employee was under the influence of drugs or alcohol at the time of the incident. An employee who refuses to participate in a required drug or alcohol detection test will be subject to termination.

3. Based on the results of the investigation and drug or alcohol detection testing, the employee may be subject to mandatory participation in a rehabilitation program through the EAP and/or disciplinary action in accordance with departmental or City guidelines for various infractions.

4. If enrollment in a drug or alcohol rehabilitation program is required, employees will be referred to the EAP for treatment recommendation. EAP will assist in coordinating the treatment with the employee's insurance carrier. The employee will be responsible for treatment expenses outside insurance coverage and services of EAP. An employee's fitness to continue in his/her current position while enrolled in such a rehabilitation program will be determined on a case-by-case basis. Employees who have completed a rehabilitation program will be subject to periodic drug screening. Positive results will subject an employee to disciplinary action up to and including termination.

5. Any City employee at any level who reports for work on City premises or work sites will be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. An employee who refuses to participate in such testing may be subject to termination.

6. All illegal substances (as defined by criminal statutes) discovered during the investigation will be given to the appropriate law enforcement agency and may result in criminal prosecution. Drug or alcohol test results will be used for administrative purposes only and will be kept confidential, unless subpoenaed because of legal action.

7. The verified use, sale, possession, or distribution of a narcotic, intoxicating substance or any illegal drug or alcohol while at work will subject an employee to disciplinary action, up to and including termination.

8. Supervisors shall take appropriate action to protect City personnel and City property by removing from the work premises or site any individual not in condition to perform assigned work in a normal and safe manner. An employee who appears to be under the influence of drugs or alcohol shall be taken to an authorized facility for drug/alcohol testing. Employees shall not be allowed to drive any vehicle if it appears that they are under the influence of drugs or alcohol.

ADDENDA

990 Substance Abuse Policy Continued:

9. If employees have reasonable suspicion that a supervisor is under the influence of drugs or alcohol, their observations should be reported, when possible, to the supervisor's immediate superior. If employees feel that reporting these observations in this manner would adversely affect their working conditions, the report may be made to the Administration Department. Employees must identify

themselves to Administration, who will keep their names confidential; however, employees' names may be released later if the supervisor is disciplined and a grievance or litigation results.

10. "Reasonable suspicion" referred to in this chapter will be determined in accordance with Item 5 of the Screening Process section that follows.

EXEMPTION for PRESCRIBED MEDICAL TREATMENT

The use of legally controlled substances as part of a prescribed medical treatment by a licensed physician will not subject an employee to disciplinary action or denial of employment if that treatment will not/does not adversely affect job performance. Prescribed use must be substantiated by a physician's report or statement and should be reported to the supervisor immediately upon receiving prescription. If the use of prescribed drugs adversely affects an employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, it is in the best interest of the employee and the City for the employee to be placed on a leave of absence.

It is the employee's responsibility to report the use of any prescribed or other medication to his/her supervisor that the employee is currently using which could adversely affect job performance.

SCREENING PROCESS

In keeping with the City's goal to establish and maintain a work environment free from the effects of drugs and intoxicating substances, and to insure the safety of citizens, the workplace and the work force, the following procedures are established:

1. Applicants for all full-time and part-time positions must successfully complete a drug and/or alcohol detection test before receiving an offer of employment. A positive finding of alcohol or illegal drugs will result in denial of employment with the City.
2. Applicants who do not submit to screening at the appointed time will be denied employment.
3. Department or division heads, with input from the immediate supervisor, shall initiate drug or alcohol screening of employees involved in reportable incidents (see definition) that result in injury to persons or property, if there is reasonable suspicion of substance abuse.
4. Drug or alcohol testing of employees may be initiated by division or department heads when there is a reasonable suspicion that substance abuse is occurring. Concurrence of Administration should be obtained if possible. Incidents occurring on 2nd and 3rd shifts should be initiated at the time of incident and reported to the department head and Administration the following day.
5. For purposes of drug or alcohol testing under 3 and 4 above, a determination of reasonable suspicion that a person is under the influence of drugs or alcohol include, but is not limited

ADDENDA

990 Substance Abuse Policy Continued:

any of the following criteria which must be documented:

An employee seems disoriented; confirmed reports from police, citizens, or other employees of drug or alcohol use or abnormal potentially dangerous behavior; medical or physical information such as track marks; excessive absenteeism or tardiness; any verifiable facts which lead supervisors, division or department heads to believe an employee is in possession of drugs or alcohol; or the accumulation of

facts that indicate an employee, because of alcohol or drug abuse, is unfit for duty. (The areas of observation listed in Exhibit A will be used as a guide for such determination.)

6. Drug or alcohol screening of applicants or employees will include a urinalysis and/or blood sample testing. The consent form to be used for each such test is attached as Exhibit B. Any positive readings following urine testing will be confirmed by a more specified test at the City's expense before any management action is taken. The tests are designed to detect drugs most commonly abused.

Listed below are nine drug groups that are identified by the use of the test.

Alcohol	Phencyclidin[PCP]	Amphetamines	Opiates	Barbiturates
Benzodiazepines	Cocaine/Metabolite	Cannabinoids [THC]	Methaqualone	LSD

These drug groups were selected based on known abuse in the community and the ability of each drug to adversely affect physical/mental performance. As new or existing drugs develop into drug abuse problems, they shall be included in the screening when technically and financially feasible. All positive urine or blood samples will be retained by the laboratory for one year, or longer if an appeal or court action is in process.

APPEAL PROCESS

Upon report of a confirmed positive test (which has been tested twice), the employee or applicant will be notified of the test results. As part of that notification, he/she will be provided an opportunity to explain any positive results. If an applicant or employee requests a retest, arrangements can be made for retesting of his or her original urine or blood sample. The retesting will be conducted at the City's designated laboratory at the employee's or applicant's expense. If the second test is negative, the City will pay for the retest. Additionally, the applicant or employee may have a qualified analytical chemist of his or her choice observe the procedure. Following review of the appeal process, a final determination will be made by the Mayor.

IMPLEMENTATION

Substance abuse screening will be conducted by the medical group or groups responsible for administering pre-employment physical examinations. The integrity of the urine or blood sample being tested will be insured by explicit chain of custody procedures developed by the medical group and/or laboratory. Any testing, testing-related documents, and test results will be kept confidential and will only be released to the employee or applicant, the HR Specialist or department head, a designated Administration representative, or counselor at the EAP. Further disclosure of such information is prohibited unless written authorization is obtained from the employee or applicant. Any breach of

ADDENDA

990 Substance Abuse Policy Continued:

confidentiality will subject the employee responsible to disciplinary action up to and including termination.

The personnel liaison person appointed by the Mayor will assist supervisors in policy implementation, day-to-day administration, and with disciplinary action arising from implementation of the policy.

A training program will be provided to assist supervisory personnel in identifying drug and alcohol use among employees. The training will be directed towards helping supervisors recognize the conduct and behavior that give rise to a reasonable suspicion of drug or alcohol use.

The personnel liaison person appointed by the Mayor will be responsible for scheduling the screening of applicants and employees during normal working hours.

This policy is intended to be a unilateral expression of the general policies, procedures and guidelines concerning substance abuse and the City's personnel program. It is not intended to create any contractual rights of employment, either express or implied, between the City and its employees. The City of Mont Belvieu reserves the right to change the provisions of the personnel program and this policy at any time.

AREAS OF OBSERVATION

Demeanor - Agitated - aggressive - passive - cooperative

Speech - Slurred - loud - quiet - rambling - incoherent - normal

Eyes - Bloodshot - dilated - closed - moist - normal

Breath - Alcohol odor - marijuana odor - normal

Coordination - Fumbling - jerky - slow reacting - normal

Actions - Talkative - threatening - calm - erratic - normal

Skin - Sweaty - flushed - pale - clammy - normal

Walking - Unsteady - staggering - slow - normal

Standing - Swaying - rigid - feet wide apart - normal

Other notable observations -

CONSENT TO DRUG / ALCOHOL SCREENING
AND RELEASE OF INFORMATION

I, _____, hereby consent to allow my blood and/or urine to be tested for drugs and/or alcohol. I further consent to allow the results of such testing to be released to the City of Mont Belvieu, Texas, or its authorized agents or representatives who have a need to know.

I hereby release all physicians, medical facilities, testing facilities, and the City of Mont Belvieu, Texas, and their employees, agents and representatives from any action that may arise out of such test results being released to the City of Mont Belvieu.

Date

Signature

Date

Witness

CERTIFICATE OF AGREEMENT

CITY OF MONT BELVIEU

I do hereby certify that I have received and read the City of Mont Belvieu Substance Abuse Policy and have had the policy explained to me.

I understand that if my performance indicates it is necessary, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug testing request, or a positive result, may lead to termination of employment.

Witness

Name

Date

Signature

Index

(Policy number shown in brackets)

ABSENTEEISM

see Attendance and Punctuality [704]

ACCESS TO PERSONNEL FILES [202]

ACTIVE MILITARY DUTY

see Military Leave [605]

ADA

see Disability Accommodation [114]

see Equal Employment Opportunity [103]

ADMINISTRATIVE PAY CORRECTIONS [409]

AFFIRMATIVE ACTION

see Equal Employment Opportunity [103]

ALERTNESS ON DUTY [581]

APPEARANCE

see Personal Appearance [705]

APPLICATIONS FOR EMPLOYMENT

see Employment Applications [208]

ATTENDANCE AND PUNCTUALITY [704]

AUTOMOBILES

see Use of Equipment and Vehicles [508]

BEHAVIOR GUIDELINES

see Workplace Etiquette [722]

BENEFITS CONTINUATION (COBRA) [313]

BENEFITS

see Employee Benefits [301]

BREAKS

see Rest and Meal Periods [506]

BUSINESS ATTIRE

see Casual Days [720]

BUSINESS ETHICS AND CONDUCT [104]

BUSINESS TRAVEL EXPENSES [512]

CARS

see Use of Equipment and Vehicles [508]

CASUAL DAYS [720]

CLOTHING ITEMS

see Casual Days [720]

CO-WORKER COURTESY

see Workplace Etiquette [722]

COBRA

see Benefits Continuation (COBRA) [313]

COMPANY PROPERTY

see Return of Property [706]

see Use of Equipment and Vehicles [508]

see Use of Phone and Mail Systems [504]

COMPUTER AND E-MAIL USAGE [516]

COMPUTERS

see Computer and E-mail Usage [516]

CONFIDENTIALITY OF INFORMATION [793]
CONFLICTING ORDERS [791]
CONFLICTS OF INTEREST [108]
CONTINUATION OF BENEFITS
 see Benefits Continuation (COBRA) [313]
COPYRIGHT LAW
 see Computer and E-mail Usage [516]
COURT APPEARANCE
 see Jury Duty [311]
COURTESY
 see Workplace Etiquette [722]
CREDIT REPORTS
 see Employment Applications [208]
CRITICISM [795]
CUSTOMER RELATIONS [060]
DINNER BREAKS
 see Rest and Meal Periods [506]
DISABILITY ACCOMMODATION [114]
DISCIPLINE
 see Employee Conduct and Work Rules [701]
DISCRIMINATION
 see Equal Employment Opportunity [103]
DRESS CODE
 see Personal Appearance [705]
DRESS-DOWN DAYS
 see Casual Days [720]
DRIVING RECORDS [190]
DRUG AND ALCOHOL USE [702]
DRUG TESTING [714]
E-MAIL
 see Computer and E-mail Usage [516]
EDUCATIONAL ASSISTANCE [314]
EEO
 see Equal Employment Opportunity [103]
ELECTIONS
 see Time Off to Vote [308]
EMERGENCY CLOSINGS [510]
EMERGENCY LEAVE [309]
EMPLOYEE ACKNOWLEDGEMENT FORM [051]
EMPLOYEE BENEFITS [301]
EMPLOYEE CONDUCT AND WORK RULES [701]
EMPLOYEE FILES
 see Access to Personnel Files [202]
EMPLOYEE INFORMATION
 see Personnel Data Changes [204]
EMPLOYEE MEDICAL EXAMINATIONS [106]
EMPLOYEE RELATIONS [102]
EMPLOYEE WELCOME MESSAGE [020]
EMPLOYMENT APPLICATIONS [208]
EMPLOYMENT CATEGORIES [201]
EMPLOYMENT REFERENCE CHECKS [203]

EMPLOYMENT TERMINATION [405]
EMPLOYMENT-AT-WILL
 see Employee Conduct and Work Rules [701]
 see Introductory Period [205]
EQUAL EMPLOYMENT OPPORTUNITY [103]
EQUIPMENT
 see Use of Equipment and Vehicles [508]
ETIQUETTE
 see Workplace Etiquette [722]
EVALUATION
 see Performance Evaluation [209]
FAIR CREDIT REPORTING ACT
 see Employment Applications [208]
FAIR LABOR STANDARDS DEFINITIONS [980]
FAMILY AND MEDICAL LEAVE ACT [601]
FLEXIBLE SCHEDULING
 see Work Schedules [502]
FLEXTIME
 see Work Schedules [502]
GIFTS [182]
HEALTH INSURANCE [316]
HIRING OF RELATIVES [105]
HOLIDAYS [305]
IMMIGRATION LAW COMPLIANCE [107]
INITIAL EMPLOYMENT PERIOD
 see Introductory Period [205]
INSUBORDINATION [794]
INSURANCE, HEALTH
 see Health Insurance [316]
INSURANCE, LIFE
 see Life Insurance [317]
INSURANCE, WORKERS' COMP
 see Workers' Compensation Insurance [306]
INTRODUCTORY PERIOD [205]
INTRODUCTORY STATEMENT [040]
IRCA
 see Immigration Law Compliance [107]
JOB APPLICATIONS
 see Employment Applications [208]
JOB DESCRIPTIONS [210]
JOB POSTING AND EMPLOYEE REFERRALS [116]
JOB REFERENCES
 see Employment Reference Checks [203]
JURY DUTY [311]
LATENESS
 see Attendance and Punctuality [704]
LIFE INSURANCE [317]
LUNCH BREAKS
 see Rest and Meal Periods [506]
MAIL, PERSONAL USE OF
 see Use of Phone and Mail Systems [504]

MATERNITY LEAVE
 see Pregnancy-Related Absences [607]
MEAL PERIODS
 see Rest and Meal Periods [506]
MEDIA POLICY FOR CITY EMPLOYEES [799]
MEDICAL EXAMINATIONS
 see Employee Medical Examinations [106]
MEDICAL INSURANCE
 see Health Insurance [316]
MILITARY LEAVE [605]
MISCONDUCT
 see Employee Conduct and Work Rules [701]
MONITORING, COMPUTER
 see Computer and E-mail Usage [516]
MOONLIGHTING
 see Outside Employment [110]
NATURE OF EMPLOYMENT [101]
NEGLECT OF DUTY [790]
NO SMOKING AREAS
 see Smoking [505]
OFFICE ETIQUETTE
 see Workplace Etiquette [722]
OFFICE PHONE AND MAIL SYSTEMS
 see Use of Phone and Mail Systems [504]
ORGANIZATION DESCRIPTION [030]
ORIENTATION PERIOD
 see Introductory Period [205]
OUTSIDE EMPLOYMENT [110]
OVERTIME [507]
PAY CHECK ERRORS
 see Administrative Pay Corrections [409]
PAY CORRECTIONS
 see Administrative Pay Corrections [409]
PAY DEDUCTIONS AND SETOFFS [410]
PAYDAYS [403]
PERFORMANCE EVALUATION [209]
PERFORMANCE REVIEW
 see Performance Evaluation [209]
PERSONAL APPEARANCE [705]
PERSONAL CONDUCT
 see Employee Conduct and Work Rules [701]
PERSONAL LEAVE [603]
PERSONAL USE OF OFFICE PHONE AND MAIL
 see Use of Phone and Mail Systems [504]
PERSONNEL DATA CHANGES [204]
PERSONNEL RECORDS
 see Access to Personnel Files [202]
PHYSICALS
 see Employee Medical Examinations [106]
POLICE DEPARTMENT WORK PERIODS [981]
POLITICAL ACTIVITY [181]

PREGNANCY-RELATED ABSENCES [607]
PREGNANCY
 see Pregnancy-Related Absences [607]
PROBATIONARY PERIOD
 see Introductory Period [205]
PROBLEM RESOLUTION [718]
PROGRESSIVE DISCIPLINE [716]
PROMOTIONS AND LATERAL CHANGES [480]
PROPERTY
 see Return of Property [706]
PUBLIC STATEMENTS AND APPEARANCES [792]
PUBLIC WORKS DEPARTMENT DEFINITIONS [982]
RECLASSIFICATIONS [482]
REFERENCE CHECKS
 see Employment Reference Checks [203]
REHIRING [780]
REPORTING FOR DUTY [580]
RESERVE DUTY
 see Military Leave [605]
RESIGNATION [708]
REST AND MEAL PERIODS [506]
RETURN OF PROPERTY [706]
REVIEW, EMPLOYEE PERFORMANCE
 see Performance Evaluation [209]
RULES OF CONDUCT
 see Employee Conduct and Work Rules [701]
SABBATICAL
 see Personal Leave [603]
SAFETY [501]
SAFETY
 see Workplace Violence Prevention [522]
SALARY ADMINISTRATION [212]
SECURITY
 see Visitors in the Workplace [514]
SERVICE WITH VOLUNTEER FIRE DEPARTMENT [609]
SEXUAL AND OTHER UNLAWFUL HARASSMENT [703]
SHORT-TERM DISABILITY [318]
SICK LEAVE BENEFITS [307]
SMOKING [505]
SOFTWARE
 see Computer and E-mail Usage [516]
SOLICITATION [712]
SUBSTANCE ABUSE POLICY [990]
TARDINESS
 see Attendance and Punctuality [704]
TELEPHONE, PERSONAL USE OF
 see Use of Phone and Mail Systems [504]
TERMINATION OF EMPLOYMENT
 see Resignation [708]
THREATS
 see Workplace Violence Prevention [522]

TIME OFF TO VOTE [308]
TIMEKEEPING [401]
TITLE PAGE [010]
TRANSFERS [481]
UNAUTHORIZED VISITORS
 see Visitors in the Workplace [514]
USE OF EQUIPMENT AND VEHICLES [508]
USE OF PHONE AND MAIL SYSTEMS [504]
USERRA
 see Military Leave [605]
VACATION BENEFITS [303]
VEHICLES
 see Use of Equipment and Vehicles [508]
VIOLENCE
 see Workplace Violence Prevention [522]
VISITORS IN THE WORKPLACE [514]
VOLUNTARY RESIGNATION
 see Resignation [708]
WORK SCHEDULES [502]
WORKERS' COMPENSATION INSURANCE [306]
WORKPLACE ETIQUETTE [722]
WORKPLACE VIOLENCE PREVENTION [522]