

ALEJANDRO GALAVIZ

Mayor

TERESA HOFFMAN

Council Member, Place 1

TONY BOVINICH

Council Member, Place 2



JESSICA KUYKENDALL

Council Member, Place 3

GERONIMO HERNANDEZ

Council Member, Place 4

DREW WILSON

Mayor Pro-Tem/

Council member, Place 5

VENUS REGULAR COUNCIL MEETING

Venus Civic Center

210 S. Walnut Street

Venus, Texas 76084

Monday, January 8, 2024 at 6:30 pm.

Page

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet.

3. Citizen Public Comment Period:

Citizens may sign up before the meeting begins and will be allowed up to 4 minutes to address the Mayor and Council. The Mayor, Council members and staff members may not respond or converse with speakers during this time. The comments from the speaker must be in the form of a statement. By State law, no questions may be asked or answered for items not appearing on the agenda.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

- 4.1. Staff reports: City Administrator, Police Department, Fire Department, Court, Permits, Public Works and Development Services.

4 - 25

[December 2023 FD Council Report.pdf](#)  [Public Works Staff Report 12 23.pdf](#)  [December 2023-court.pdf](#)  [Staff Report December](#)

- 4.2. Approval of meeting minutes for City Council regular meeting on December 11, 2023. 26 - 30

[City Council - Dec 11 2023 - Minutes - Html](#) 

I make a motion to approve/deny the consent agenda.

5. Presentation:

- 5.1. Presentation: On the current ten hour, four day work week. (Groom) 31 - 51

[Daily Customer Log City Hall Lobby.pdf](#) 

6. Discussion and Consideration Items:

- 6.1. Discuss and consider a Resolution adopting personnel policies for the administration of employees of the city; providing severability; and providing for an effective date. 52 - 152

[Staff Report - Holidays - City Handbook.pdf](#) 

[Venus HR Policy and Procedure Handbook Updated 5-01 changes.pdf](#) 

[Handbook Section 5-01 Original.docx](#) 

[Handbook Section 5-01 Replacement.docx](#) 

[VENUS personnel policy.pdf](#) 

I make a motion to approve/deny a Resolution adopting personnel policies for the administration of employees of the city; providing severability; and providing for an effective date.

7. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: 551.074- Personnel Matters.

1. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee requests a public hearing, to wit: City Administrator.
2. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee requests a public hearing, to wit:

Public Works Director

3. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee requests a public hearing, to wit:
Finance Manager

7.1. Recess into Executive Session:

7.2. Reconvene into Open Session:

8. Adjournment:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

This is to certify that a copy of this Notice of Meeting was posted on the bulletin board at City Hall, 700 W. Hwy 67 Venus, Texas and at a place readily accessible to the general public at all times and to the City's website www.cityofvenus.org, January 3, 2024 on or before 5:30 pm..

Callie Green, TRMC

City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of Texas at 1-800-252-8011. This building is wheelchair accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements please call 972-366-3348.

Removed:_____

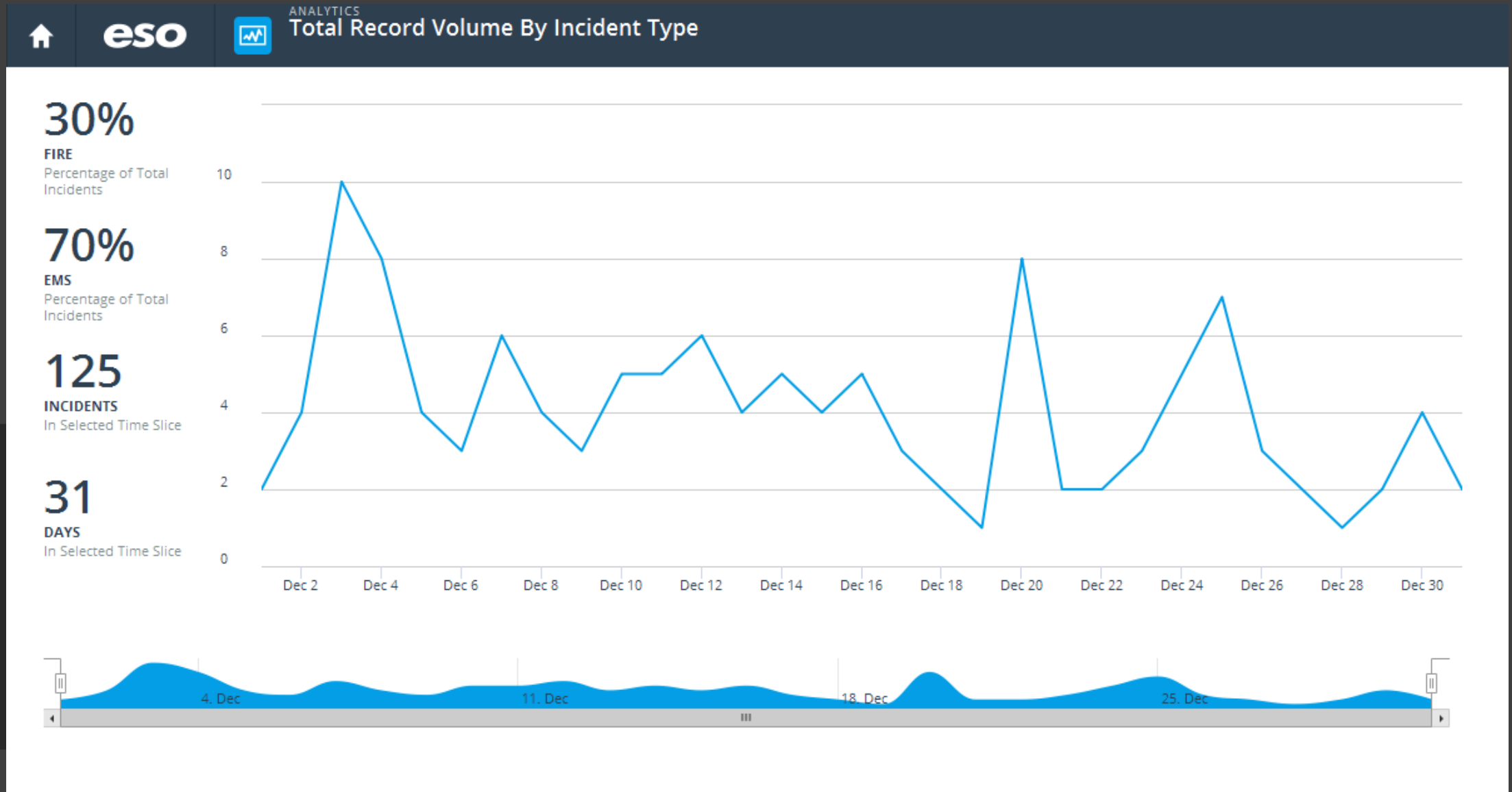
Time:_____



Venus Fire Department

January 2024 Council Report

TOTAL INCIDENTS FOR PREVIOUS MONTH



INCIDENT TYPES FOR PREVIOUS MONTH

Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	Total
(11) Structure Fire		1	2	1		4
(13) Mobile property (vehicle) fire		1	1	2	1	5
(14) Natural vegetation fire			2			2
(15) Outside rubbish fire	1			1		2
(31) Medical assist	10	12	14	9	9	54
(32) Emergency medical service (EMS) incident	3	10	9	6	5	33
(41) Combustible/flammable spills & leaks				1	2	3
(46) Accident, potential accident		1				1
(55) Public service assistance		4		1	3	8
(61) Dispatched and canceled en route	1	3	2	1	1	8
(63) Controlled burning		1	1	1		3
(65) Steam, other gas mistaken for smoke			1			1
(74) Unintentional system/detector operation (no fire)	1					1
Total	16	33	32	23	21	125

2023 INCIDENTS

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	92	6.54%
Rescue & Emergency Medical Service	962	68.42%
Hazardous Condition (No Fire)	33	2.34%
Service Call	132	9.38%
Good Intent Call	153	10.90%
False Alarm & False Call	34	2.42%
TOTAL	1406	100%

EVENTS

All new personnel onboarded. Currently have 2 full-time personnel per shift

C. Sutton completed Driver / Operator at Tarrant County College.

Personnel assisted with Christmas on the Square and parade

Lunch and gift exchange with Venus Retirement Village

Attended Annual Command Level Drill at Sanders Estes Unit

Fire Marshal had numerous plan reviews and inspections

Meetings with developers

Public Works Staff Report

December 2023

Public Works Staff Report:

Weekend Rounds for lift stations and RTCR (Revised Total Coliform Rule) required water sampling: 16.

Water: After hour Call outs – 1

High usage check – 10

Fixed water meter at Primary School Building

Wastewater:

After hours Call out – 10

Repaired sewer main on the South side of Parks Dept. Building.

Streets:

CR 502 Pothole Repairs

Sink hole at Public Works Entrance Repair

CR 620 Road Work in progress

Miscellaneous: Worked on the Christmas Event and picked up backup generator for event.

Parks Department:

5 irrigation leaks at Fielder Park closed pending repairs.

Gas leak and repaired at Parks Service Building.

Cleaned up after Christmas Event and removed City ornaments.

Regular maintenance of town square and parks.

Repaired mowing equipment.

Lowered flags for remembrance of Sandra Day O'Connor.

Civic Center:

3 civic center events that had to be checked and cleaned for rentals.

Public Works and Parks Staff strive to maintain all City property and take pride in what we do for the citizens of Venus.

Thank you!

Violations by Filed Date...

POLICE DEPARTMENT	57	
CODE ENFORCEMENT	3	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total Filed Violations		60

Completed Cases...

Paid Fine...

POLICE DEPARTMENT	30	
CODE ENFORCEMENT	1	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total Paid Fines		31

Before Judge...

POLICE DEPARTMENT	2	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total Before Judge		2
Total Completed		33

Other Completed...

DISMISSED DSC MANDATORY

POLICE DEPARTMENT	2	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total		2

DISMISSED AFTER DEFERRED DISP.

POLICE DEPARTMENT	10	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total		10

COMPLIANCE DISMISSAL

POLICE DEPARTMENT	2	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total		2

MOTION TO DISMISS

VENUS MUNICIPAL COURT

Report For December 1, 2023 Thru December 31, 2023

Page: 2

FILEDST

POLICE DEPARTMENT	2	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	1	
MUNICIPAL COURT	1	
Total		4
Total Other Completed		18
Grand Total Completed		51
Net Difference Filed/Complete		9

Warrants...

Issued...

POLICE DEPARTMENT	0	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	0	
MUNICIPAL COURT	0	
Total Violations		0
Total Warrants Issued		0

Cleared...

POLICE DEPARTMENT	2	
CODE ENFORCEMENT	0	
TRANSFERRED OUT	1	
MUNICIPAL COURT	1	
Total Violations		4
Total Warrants Cleared		4
Change in Total Warrants		4-

TITLE7 TITLE 7 TRANS CODE FINES	\$941.10
CCC20 CCC 2020	\$2,301.90
TFC TFC	\$50.00
AR ARREST FEE	\$220.00
STF19 STATE TRAFFIC FEE	\$860.00
LMCBSF Local Building Security Fund	\$209.50
LTPDF Local Truancy Prevention Fund	\$215.00
LMCTF Local Court Technology Fund	\$172.00
LMJF Local Municipal Jury Fund	\$4.30
AF2 \$20 Administrative Fee	\$40.00
FINE FINE	\$4,543.50
CS2 CHILD SAFETY FEE	\$50.00
DEF DEFERRAL FEE	\$200.00
DSC DSC ADMIN FEE	\$20.00
FTA1 OMNI FOR COMM SVC-STATE	\$20.00
FTA2 OMNI FEE FOR CS-OMNI	\$6.00
FTA3 OMNI FOR CS - CITY	\$4.00
CCC04 CONSOLIDATED COURT COST	\$120.00
MCBS MUNICIPAL COURT BUILDING SEC.	\$9.00
SJRF STATE JURY FEE	\$12.00

VENUS MUNICIPAL COURT
Report For December 1, 2023 Thru December 31, 2023

Page: 3
FILEDST

JFCT2 JUDICIAL FEE - COUNTY	\$16.20
JFCI JUDICIAL FEE - CITY	\$1.80
CTF COURT TECHNOLOGY FUND	\$12.00
IDF Indigent Defense Fee	\$6.00
TPF-C TRUANCY PREVENTION FUND-CITY	\$3.00
TPF-S TRUANCY PREVENTION FUND-STATE	\$3.00
COLAGY COLLECTION AGENCY FEE	\$288.48
TPRF Time Payment Reimbursement Fee	\$89.00
WRNTFE WARRANT FEE	\$116.69
TLFTA2 OMNI BASE STATE	\$18.00
TLFTA3 LOCAL OMNI BASE FEE	\$12.00
Total Fees/Fines Paid	\$10,564.47

Planning and Development Activities

December 2023.

The Planning and Development staff performed the following activities during December 2023:

- Reviewed and approved plot plans for Heritage Hills Phase 2, and Patriot Estates Phase 8.
- Attended Pre-Application Conference (PAC) meetings with developers and engineers for 1115 E C.R. 109 (Data Center and Chaparral Steel Midlothian LP Solar Beam manufacturing)
- Responded questions and inquiries from appraisers, and landowners regarding development requirements and future development in the City of Venus and the City of Venus' Extraterritorial Jurisdiction (ETJ).
- Gathered with stakeholders to discuss alternative alignments for Venus Parkway
- Followed up with Elaine Torres (LGI Homes Vice President of Land Development) to solve issues in Patriot Estates.
- Issued an Exemption Letter for the property located at 545 S FM 157, in the City of Venus ETJ.
- Provided zoning information for properties in the City of Venus.

Venus Police Department

December 2023 Council Report



Monthly Stats

	12-2023	% + or -	11-2023	10-2023	3 MONTH AVERAGE
CAD EVENTS	1674	2%	1636	1641	1650
REPORTS TAKEN	39	-17%	47	58	48
ARRESTS	13	-19%	16	20	16
ACCIDENTS WORKED	15	25%	12	12	13
TRAFFIC ASSIGNMENTS	70	4%	67	283	140
TRAFFIC STOPS	275	-15%	325	283	294
CITATIONS ISSUED	57	-34%	86	78	74

ARRESTS

Date	Call Type	Notes
12/1/2023	Reckless Driver	DWI Arrest
12/1/2023	Traffic Stop	Dallas Co warrant DWI
12/3/2023	Wrong Way Driver	DWI
12/3/2023	Disturbance	Assault BI FV and Injury to Child
12/3/2023	Traffic Stop	DWI/Open Container / Passenger Public Intoxication
12/5/2023	Traffic Stop	DWI 3rd or more and Fail to ID Fug
12/13/2023	Traffic Stop	DWI
12/21/2023	Traffic Stop	DWLI w/previous conv and 4 Alvarado warrants
12/23/2023	Susp Vehicle	DWI
12/25/2023	Disturbance	Public Intoxication/Disorderly Conduct/Criminal Trespass
12/29/2023	Reckless Driver	DWI and Passenger PI

Notable Responses

Date	Call Type	Status	Notes
12/2/2023	PR Contact	Active Investigation	Soliciting pics from child with fake account on TikTok
12/3/2023	Disturbance	Arrest	Case filed Assault bodily injury
12/5/2023	Food Stamp Fraud	Active Investigation	Initiated from out of state
12/5/2023	Suicidal person	Closed	Emergency detention order
12/5/2023	Burglary	Active Investigation	Theft from new home under construction
12/10/2023	Fire Assist	Arrest	Possible Aggravated Assault deadly weapon
12/13/2023	Theft	Active Investigation	Amazon package stolen
12/13/2023	BMV	Suspended	Tools taken from truck
12/16/2023	Accident	Pending	DWI / UCW
12/25/2023	Suicidal person	Arrest	Disorderly conduct / Criminal trespass with DW
12/27/2023	Theft	Active Investigation	Amazon package stolen

Community Involvement

The Venus Police Department participated in and provided security for the annual Christmas Parade.





Shop with a Cop 2023

The Venus Police Department partnered with Venus Independent School District with the first annual Shop with a Cop.



City Administration

Monthly Report

December 2023

Development

City Staff met with six plus developers on projects in various stages of the process. Several of these are new projects and we will update council as we gather more information.

Staff toured a golf facility and met with developers who are interested in proposing a project on city land that is in Brahma Ranch I subdivision.

Staff met with all property owners related to the Venus Parkway project. Staff is seeking to determine a route that is suitable to all stakeholders and the citizens of Venus.

Various Updates

- 2022 Audit still in works. No ETA currently, but our contractor is continuing the work to get all documents to the auditors. Will update soon with an ETA and then begin immediate work on 2023 audit
- Water/Sewer rate study – Several meetings with the company and the engineer that was hired to provide the study. Capital projects are being reevaluated and an update on timing will be available in a few weeks



Trash Change

- Front Office Staff stuffed and mailed 1850+ envelopes to communicate trash pickup change
- All residential and commercial roll out customers are picked up on Thursdays starting January 3rd



Community

- City Staff attended and assisted with Christmas on the Square event. Big Shout Out to the Venus Chamber and Public Works for their efforts
- Interim City Admin and City Secretary both read to children on different days at the Venus Primary School
- City Staff attended a luncheon at the Venus Retirement Village. We loved the food, the gift exchange, and most importantly, the people!
- City Staff held their annual staff Christmas Party. Lots of Food and Fun



City Council - Minutes

Monday, December 11, 2023 at 6:30 PM

Venus Civic Center

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Mayor Galaviz called the meeting to order at 6:30 PM, Ms. Honea gave the Invocation, and all lead the Pledge of Allegiance, Pledge of Texas Flag.

Council members present: Alejandro Galaviz, Teresa Hoffman, Tony Bovinich, Drew Wilson, Jessica Kuykendall arrived at 6:38 PM, and Geronimo Hernandez arrived at 6:33 PM.

Staff present: Callie Green, Stacey Wyman, Chief Groom, Chief Allen, Melissa Westen, and City Attorney.

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet. Flyers from Frontier Waste Management regarding trash service days will be going out.

3. Citizen Public Comment Period:

1- Kay Honea- 401 Harvest Hill Ln. Spoke regarding water and wastewater rates, communication for the elderly, and city employee issues.

2- Elonzy Knighten- 109 Sammy Fowler Ave- Spoke regarding how many cars can be parked at a residence, vicious animals, grocery store, urgent care, and a pharmacy.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda

authorizes the City Administrator to implement each item in accordance with staff's recommendation.

- 4.1 Staff reports: Police Department, Fire Department, and Court.

[November 2023-Court.pdf](#)  [November FD Council Report.pdf](#)  [VPD November 2023 Council Report.pdf](#) 

- 4.2 Approval of meeting minutes for City Council regular meeting on November 27, 2023.

[City Council - Nov 27 2023 - Minutes - Html](#) 

[City Council - Nov 27 2023 - Minutes - Html](#) 

- 4.3 Ratifying the payment of bills for the month of November 2023

[Nov 2023 Revenue & Expense Rpt.pdf](#) 

[November 2023 Credit Card Charges.pdf](#) 

[November 2023 Disbursement Report.pdf](#) 

I make a motion to approve the consent agenda as presented.

Moved by: Tony Bovinich

Seconded by: Geronimo Hernandez

For: Unanimous. Motion carried 5-0-0.

5. Presentations and Proclamations:

- 5.1 Presentation: Water and wastewater rate study. (Andy McCartney and Kim Bostik)

[Nov 2023 Revenue & Expense Rpt.pdf](#) 

[November 2023 Credit Card Charges.pdf](#) 

[November 2023 Disbursement Report.pdf](#) 

Presentation by Andy McCartney and Kim Bostik. Discussion only and direction given.

6. Discussion and Consideration Items:

- 6.1 Discuss and consider amending the Code of Ordinances, by repealing and replacing both Chapter 32 "Utilities", Article IV "Rates and Charges", Section 32-418 "Water and Sewer Rates Stage 1" and Chapter 32 "Utilities", Article IV "Rates and Charges", Section 32-419 "Water and Sewer Rates Stage 2" to update the City's rates for said services; providing a repealing clause; providing a severability clause; providing a savings clause; and providing an effective date. (Wyman)

[VENUS ordinance amending water rates.pdf](#) 

No action taken.

- 6.2 Discuss and consider repealing Resolution No. 04-2023-02 and replacing with new Resolution for Master Fee Schedule. (Wyman)

[04-2023-02-Master Fee schedule.pdf](#) 

[VENUS Resolution Amended master fee 2023.pdf](#) 

[7 - FY23-24 Master Fee Schedule w Flat Sewer Rate.pdf](#) 

[8 - FY23-24 Master Fee Schedule w tierd rates.pdf](#) 

No action taken.

- 6.3 Discuss and consider a city of Venus Organizational Chart.(Council)

[VENUS org chart ordinance.pdf](#)  [Updated Organizational Chart.pdf](#) 

No action taken.

- 6.4 Discuss and consider amending Chapter 34 "Zoning Ordinance" of the City of Venus, Article III, "Supplemental District Regulations" by adding section 34-90 entitled "Carport, residential," including regulations governing the placement of carports within the City; providing a definition of carport; providing for standards governing installation and design; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; providing for a savings clause; providing a penalty clause; providing for

publication in the official; newspaper; and providing an effective date. (Ortiz)

[3 - Agenda Item Cover sheet- Carport Ordinance.pdf](#) 

[4 - Carport Ordinance No. 792-2023-12.pdf](#) 

[5 - Carport Overlay Map.pdf](#) 

[6 - Guidelines for residential carports.pdf](#) 

I make a motion to approve Ordinance No. 792-2023-12 with deletion of subsection K.

Moved by: Drew Wilson

Seconded by: Jessica Kuykendall

For: Unanimous. Motion carried 5-0-0.

- 6.5 Discuss and consider repealing Resolution No. 18-2023-08 in its entirety and replacing with a new Resolution for the City Council Policies and Procedures.(Green)

[1- Agenda Item Cover sheet- Council Policy and procedures.pdf](#) 

[2 - 2023 Policies Procedures- most recent-USE.pdf](#) 

I make a motion to approve Resolution No. 31-2023-12 with Section 1.8- legal opinions removed.

Moved by: Drew Wilson

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

7. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section 551.074- Personnel Matters, Section 551.071- Consultation with Attorney.

1. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee requests a public hearing, to wit: Finance Manager.

2. Discussion regarding an agreement for interim City Administrator services. [Mark up Interim City Administrator Agreement.pdf](#) 
3. Discussion regarding the letter for release from the Extraterritorial Jurisdiction (ETJ) by Mr. O'Sullivan for property located at 880 CR615, Venus TX 76084.

7.1 Recess into Executive Session: At 8:20 PM.

7.2 Reconvene into Open Session: At 10:09 PM.

Any action on above listed Executive Session.

I make a motion to accept the contract for interim City Manager with a stipend of \$1600.00 a month.

Moved by: Drew Wilson

Seconded by: Teresa Hoffman

For: Unanimous. Motion carried 5-0-0.

Any action on above listed Executive Session.

I make a motion to terminate the employment of the Finance Manager, Stacey Wyman.

Moved by: Jessica Kuykendall

Seconded by: Geronimo Hernandez

For: Kuykendall and Hernandez.

Against: Hoffman, Bovinich, and Wilson.

Motion failed 2-3-0.

8. **Adjournment:**

Mayor Galaviz adjourned the meeting at 10:10 PM.

Mayor

City Secretary

Wednesday, August 30, 2023

Before 8:30 am 1 - Utilities
1 - Permits
After 5:00 pm 1 - Utilities - New Application

Thursday, August 31, 2023

After 5:00 pm 1 - City Secretary - Annexation Issue

Tuesday, September 5, 2023

Before 8:30 am 1 - Utilities
1 - Court
After 5:00 pm 1 - Pet Registration
1 - Court

Wednesday, September 6, 2023

10:30 AM Utilities - Payment
11:18 AM Utilities - Payment
11:30 AM Court
11:45 AM Permits
1:20 PM Utilities - Close Out
1:30 PM Person asking for directions
1:56 PM Utilities - Close Out
2:14 PM Utilities - Payment
2:15 PM Utilities - Payment
2:20 PM Utilities - Payment
3:20 PM Permits
3:26 PM Person for Police Dept.
3:33 PM Permits
4:00 PM Salesperson

Thursday, September 7, 2023

Before 8:30 AM
7:57 AM Court
8:03 AM Permits
9:08 AM Utilities - New Account
9:53 AM Permits
11:00 AM Permits
11:35 AM Court
12:10 PM Permits
12:45 PM Court
1:11 PM Utilities - Payment
1:15 PM Pizza delivery for another dept.
2:30 PM Court
2:30 PM Utilities - Payment
3:15 PM Court
3:35 PM Utilities - New Account
4:13 PM Utilities - Payment

Monday, September 11, 2023**Before 8:30 AM**

7:33 AM	Utilities - New Account
10:30 AM	PD-Dispatch
11:06 AM	Court
11:12 AM	Utilities - Payment
11:50 AM	Utilities - Payment
12:12 PM	Permits
12:30 PM	Utilities - Payment
12:45 PM	Utilities - Payment
1:15 PM	Court
1:33 PM	Utilities - Payment
1:45 PM	Utilities - Payment
2:45 PM	Person asking for Mayor
2:47 PM	Utilities - Close Out
2:49 PM	Utilities - Payment
2:51 PM	Utilities - Close Out
2:53 PM	Utilities - Payment
3:08 PM	Permits
3:55 PM	Permits
3:59 PM	Court
4:38 PM	Utilities - Payment

Tuesday, September 12, 2023**Before 8:30 AM**

7:45 AM	Utilities - New Account
9:56 AM	Utilities - Payment
10:15 AM	Person for the PD
11:02 AM	Utilities - New Account
12:21 PM	Utilities - Payment
1:57 PM	Person for the PD
3:13 PM	Permits
4:45 PM	Utilities - Payment

Wednesday, September 13, 2023**Before 8:30 AM**

7:49 AM	Person for the PD
10:37 AM	Person for Public Works
10:44 AM	Person for the PD
10:55 AM	Court
10:56 AM	Person for meeting
11:37 AM	Person needing info for tax office
1:25 PM	Person for meeting w/Brandon
1:31 PM	Person for meeting w/Brandon
1:31 PM	Utilities - Payment
2:17 PM	Court

4:01 PM	Utilities - Payment
4:24 PM	Utilities - Payment

Thursday, September 14, 2023

Before 8:30 AM

7:55 AM	Utilities - Application
8:40 AM	Utilities - Payment
10:37 AM	Utilities - Application
10:50 AM	Person needing PD-dispatch info given
11:12 AM	Utilities - Payment
1:15 PM	Utilities - Application
1:22 PM	Utilities - Application
1:23 PM	Utilities - Payment
1:25 PM	Utilities - Payment
1:31 PM	Utilities - Payment
2:20 PM	Utilities - Payment
3:32 PM	Utilities - ACH form
4:21 PM	Court
4:40 PM	Utilities - Payment

After 5:00 PM

5:29 PM	Court
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Monday, September 18, 2023

Before 8:30 AM

7:41 AM	Person needing PD
8:50 AM	Utilities - Payment
8:53 AM	Person for Callie
9:36 AM	Pest Control Man
10:09 AM	Permits
10:16 AM	Animal Control/Code Enforcement
10:50 AM	Person for Callie
10:51 AM	Utilities - Payment
10:52 AM	Person for meeting
10:54 AM	Person for meeting
10:56 AM	Person for meeting
10:57 AM	Person for meeting
11:04 AM	Animal Control/Code Enforcement
11:42 AM	Utilities - Payment
11:44 AM	Court
12:22 PM	Utilities - Application
12:47 AM	Utilities - Payment
12:56 PM	Person for meeting
1:51 PM	Utilities - Payment
2:10 PM	Person for Callie
2:31 PM	Permits
2:32 PM	Utilities - Payment Options
2:36 PM	Court

3:45 PM	Person needing PD
3:54 PM	Person for Callie
4:06 PM	Utilities - Application
4:25 PM	Person needing PD

Tuesday, September 19, 2023

Before 8:30 AM

7:49 AM	Person for Randy
10:15 AM	United Way for HR
11:50 AM	Person needing PD
12:13 PM	Utilities - Payment
12:31 PM	JOCO SO Deputy needing copy
12:34 PM	Court
12:52 PM	Utilities - Payment
12:54 PM	Court
1:00 PM	Utilities - Payment
1:02 PM	Person needing PD
1:55 PM	Permits
2:20 PM	Court
2:31 PM	Person needing Callie
3:22 PM	Utilities - Payment
3:41 PM	Court
4:56 PM	Utilities - Application

After 5:00 PM

5:06 PM	Utilities - Application
5:10 PM	Utilities - Application

Wednesday, September 20, 2023

9:01 AM	Person needing Chamber of Commerce
9:21 AM	Person needing PD
10:32 AM	Utilities - Payment
10:35 AM	Utilities - Close Out
11:00 AM	Person for Charley's question
12:06 PM	Person needing PD
12:19 PM	Person needing ACO - lost dog
1:38 PM	Person needing Public Works
1:44 PM	Person needing Callie
2:26 PM	Court
3:01 PM	Utilities - Application
3:06 PM	Person needing Callie
3:50 PM	Utilities - Payment

Thursday, September 21, 2023

Before 8:30 AM

8:24 AM	Blow out
12:46 PM	Person for Oscar
2:30 PM	Utilities - Application

4:24 PM	Utilities
4:40 PM	Court
4:45 PM	Court
After 5:00 PM	
5:00 PM	Utilities - Application

Monday, September 25, 2023

Before 8:30 AM

7:44 AM	Utilities phone call
8:05 AM	Utilities - Payment
11:12 AM	Utilities - Payment
11:29	Utilities - Payment
11:51 AM	Court
12:06 PM	Utilities - Payment
1:03 PM	Utilities - Payment
1:07 PM	Person for PD
1:23 PM	Solicitor
1:53 PM	Person for PD
2:54 PM	Utilities - Payment
3:00 PM	Utilities - Payment
After 5:00 PM	
5:25 PM	Court phone call

Tuesday, September 26, 2023

10:02 AM	Meeting
1:00 PM	Court
1:45 PM	Utilities - Payment
2:30 PM	Utilities - Payment
3:15 PM	Utilities - Application
4:12 PM	Permits
4:30 PM	Utilities - Application

Wednesday, September 27, 2023

9:55 AM	Utilities - Application
10:42 AM	
10:43 AM	
11:22 AM	Court
12:09 PM	Court
12:55 PM	Utilities - Payment
1:46 PM	Permits
4:19 PM	Utilities - Application
4:21 PM	Court

Thursday, September 28, 2023

8:51 AM	Meeting
8:52 AM	Meeting
10:02 AM	Permits

10:59 AM	Person for PD
1:03 PM	Person needing assistance for county
2:24 PM	Person with water issue
3:13 PM	Person for Randy
3:20 PM	Person for PD
3:49 PM	Person for PD
3:59 PM	Person for PD
After 5:00 PM	
5:25 PM	Court phone call

Monday, October 2, 2023

Before 8:30 AM	
7:30 AM	Permits
8:22 AM	Utilities - Application
8:50 AM	Person for PD
11:20 AM	Utilities - Payment
11:25 AM	Person for Callie/Stacey
11:40 AM	Court
1:49 PM	Court
3:06 PM	Person for Public Works
3:35 PM	Court
4:07 PM	Person for PD
4:09 PM	Person for PD
4:14 PM	Person for Oscar
4:22 PM	Person for HR - Fire Applicant
4:40 PM	Court
4:56 PM	Pet Registration

Tuesday, October 3, 2023

9:14 AM	Utilities - Payment
9:25 AM	Utilities - Payment
11:02 AM	Utilities - Payment
11:11 AM	Application for HR
12:04 PM	Court
12:14 PM	Court
1:55 PM	Interview for permits
2:30 PM	Utilities - Payment
2:16 PM	Utilities - Payment
After 5:00 PM	
5:27 PM	Court - Phone call

Wednesday, October 4, 2023

Before 8:30 AM	
8:04 AM	Person for PD
8:45 AM	Person for meeting
10:40 AM	Person for PD
11:51 AM	Utilities - Application

12:02 PM	Person for Oscar
12:38 PM	Permits
12:47 PM	Utilities - Payment
12:52 PM	Utilities - Payment
2:10 PM	Person for PD
2:13 PM	Utilities - Payment
4:41 PM	Court
4:48 PM	Permits

Thursday, October 5, 2023

9:27 AM	Utilities - Application
9:45 AM	Utilities - Payment
10:08 AM	Application for Fire Dept.
10:30 AM	Person needing Oscar
10:43 AM	Utilities - Payment
10:58 AM	Person needing Oscar
11:01 AM	Permits
11:13 AM	Person asking about the building
1:14 PM	Court
1:15 PM	Utilities - Payment
1:24 PM	Person for Fire Dept.
1:32 PM	Permits
2:30 PM	Court
2:47 PM	Permits
2:59 PM	Utilities - Payment
After 5:00 pm	
5:05 PM	Court - Phone Call

Monday, October 9, 2023

Before 8:30 am	
7:39 AM	Utilities phone call
7:52 AM	Court
8:45 AM	Court
9:07 AM	CC Rental
9:30 AM	Utilities customer for ACH form
9:35 AM	Utilities - Application
9:57 AM	Customer for recycle bin lid missing
10:06	Court
11:49 AM	Utilities - Payment
12:09 PM	Utilities - Application
12:14 PM	Utilities - Payment
1:01 PM	Utilities - Application
1:11 PM	Utilities - Application
1:55 PM	Court
2:10 PM	Person needing PD
2:12 PM	Person picking up check from finance

Tuesday, October 10, 2023**Before 8:30 am**

8:07 AM	Utilities - Payment
8:14 AM	Permits - Phone Call
8:15 AM	Utilities - Phone Call
12:55 PM	Utilities - Payment
1:14 PM	Permis
1:19 PM	Court
1:30 PM	Person for HR
1:58 PM	Person for meeting
2:04 PM	Person needing Public Works
3:45 PM	Utilities - Payment
4:14 PM	Utilities - Payment

Wednesday, October 11, 2023**Before 8:30 am**

7:56 AM	Court
8:49 AM	Person for meeting with Brandon
8:56 AM	Person for meeting with Brandon
10:15 AM	Permits
10:17 AM	Person w/road issue for public works
10:35 AM	Court
11:51 AM	Person needing PD
1:28 PM	Person for trash bins
2:06 PM	Court
2:21 PM	Court
2:33 PM	Court
2:46 PM	Person needing PD to make report
3:14 PM	Person for Code Enforcement
3:57 PM	Utilities - Close Out
4:31 PM	Person needing PD
4:50 PM	Utilities - Payment
4:55 PM	Utilities - Application

Thursday, October 12, 2023

8:49 AM	Person for trash service
9:00 AM	Permits
9:08 AM	Utilities - Payment
9:09 AM	Utilities - Application
9:22 AM	Person requesting open records
9:25 AM	Utilities - Payment
10:25 AM	Utilities - Payment
12:00 PM	Person requesting open records
12:05 PM	Person needing PD dispatch
12:41 PM	Court
12:54 PM	Utilities - Application
12:56 PM	Utilities - Payment

1:17 PM	Utilities - Payment
1:19 PM	Utilities - Payment
1:44 PM	Person for HR
1:49 PM	Permits
2:26 PM	Court
2:28 PM	Utilities - Payment
2:35 PM	Person for PD
2:38 PM	Court
2:53 PM	Utilities - Payment
3:16 PM	Court
3:44 PM	Person needing tax office
4:10 PM	Utilities - Payment
4:12 PM	Utilities - Payment
4:35 PM	Utilities - Application
4:40 PM	Court

Monday, October 16, 2023

8:29 AM	Utilities - Payment
8:57 AM	Person for PD
9:27 AM	Permits
11:38 AM	Utilities - Payment
12:09 PM	Utilities - Payment
12:34 PM	Utilities - Payment
12:40 PM	Utilities - Payment
12:52 PM	Person needing Oscar
1:15 PM	Court
1:15 PM	Utilities - Payment
2:35 PM	Person for PD
3:30 PM	Utilities - Payment
3:37 PM	Utilities - Payment
3:47 PM	Court
3:48 PM	Utilities - Payment

Tuesday, October 17, 2023

8:35 AM	Permits
8:50 AM	Court
10:27 AM	Utilities - Payment
11:09 AM	Court
12:35 PM	Court
12:51 PM	Utilities - Payment
1:12 PM	Utilities - Payment
1:40 PM	Permits
3:03 PM	Utilities - Payment
After 5:00 PM	
5:03 PM	Utilities - Application

Wednesday, October 18, 2023

Thursday, October 19, 2023**Before 8:30 am****7:45 AM** Court phone call**Tuesday, October 24, 2023****Before 8:30 AM****7:35 AM** Court phone call**7:45 AM** Court customer**Thursday, October 26, 2023****Before 8:30 AM****7:32 AM** Utilities - Phone Call**Wednesday, November 1, 2023****Before 8:30 AM****8:27 AM** Utility - Application

10:50 AM Utility - Water Leak

12:20 PM Utility - Application

After 5:00 PM**5:15 PM** Utility - Application here until 6pm**Thursday, November 2, 2023****Before 8:30 AM****7:44 AM** Utilities - Phone Call**7:47 AM** Court - Phone Call**8:12 AM** Utilities - Phone Call**8:18 AM** Utilities - Phone Call

9:23 AM Utilities - Payment

10:00 AM Utilities - Payment

12:29 PM Utilities - Application

1:15 PM Person for PD

2:16 PM Utilities - Payment

2:30 PM Court

Monday, November 6, 2023**Before 8:30 AM****7:37 AM** Court - Phone Call**7:40 AM** Court**7:46 AM** Court - Phone Call**7:49 AM** Court - Phone Call

9:50 AM Court

10:50 AM Utilities - Application

10:52 AM Utilities - Payment

11:06 AM Permits

11:20 AM Permits

11:47 AM Utilities - Application

11:55 AM	Utilities - Payment & Application
12:13 PM	Utilities question, not a customer
1:13 PM	Utilities - Payment
2:00 PM	Person for PD
2:10 PM	Court
2:35 PM	Court
3:11 PM	Utilities - Payment & Code Enf. Question
3:25 PM	Permits
3:35 PM	Court
4:04 PM	Utilities - Application
4:06 PM	Court
4:23 PM	Court
4:29 PM	Person for PD
4:35 PM	Court

Tuesday, November 7, 2023

10:14 AM	Court
11:45 AM	Person for Oscar
12:02 PM	Wrong address delivery
1:00 PM	Assisted lady for voting
2:15 PM	Person for needing an officer
2:33 PM	Person for Animal Control - dog
3:42 PM	Utilities - Application
3:48 PM	Person PD Interview
4:18 PM	Utilities - Payment
4:32 PM	Person PD Interview
4:43 PM	Private Process Server for PD

Wednesday, November 8, 2023

9:00 AM	Person with tax question
9:53 AM	Oscar meeting
10:06 AM	Utilities - Bulk Water Deposit
10:14 AM	Utilities - Payment
10:32 AM	Utilities - Payment
1:37 PM	Oscar meeting
1:44 PM	Permits
2:00 PM	Court
4:14 PM	Court
4:16 PM	Utilities - Payment

Thursday, November 9, 2023

8:54 AM	Person for PD
9:28 AM	Utilities - Payment
10:00 AM	Oscar meeting
10:15	Court
10:45 AM	Utilities - Application
10:55 AM	Utilities - Application

12:10 PM	Person delivering Veteran gifts
12:40 PM	Utilities - Application
12:42 PM	Person for PD
1:00 PM	Utilities - Close Out
1:39 PM	Person picking up a check
2:37 PM	Utilities - LGI Home Builder Applications
3:08 PM	Delivery
4:22 PM	Utilities - Payment
4:35 PM	Person asking about land for sale

Monday, November 13, 2023

Before 8:30 AM

7:37 AM	Permits - Phone Call
7:52 AM	Permits
7:54 AM	Utilities - Phone Call
8:54 AM	Utilities - Payment
10:55 AM	Court
10:59 AM	People for meeting w/Mayor
11:15 AM	Court
11:38 AM	Person for Chief Groom
12:17 PM	Utilities - Application
12:55 PM	Utilities - Payment & PW Questions
1:03	Utilities - Payment
1:17 PM	Permits
1:31 PM	Person inquiring about city mgr position
1:58 PM	Utilities - Payment
2:30 PM	Utilities - Application
2:39 PM	Court
3:05 PM	Utilities - Application
3:29 PM	Person for Oscar
3:36 PM	Application for position w/city
3:47 PM	Utilities customer w/leak repair info
4:10 PM	Utilities - Payment
4:13 PM	Court
4:19 PM	Utilities - Application
4:41 PM	Utilities - Application

After 5:00 pm

5:16 PM	Court - Call
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Tuesday, November 14, 2023

Before 8:30 am

7:35 AM	Court
8:15 AM	Court - Call
8:56 AM	Utilities - Payment
8:56 AM	Permits
9:17 AM	Utilities - Payment
10:00 AM	People for meeting w/Chief Allen

10:03 AM	Person for PD
10:11 AM	Person needing Public Works
10:36 AM	Utilities - Payment
10:41 AM	Permits
11:12 AM	Utilities - Payment
11:18 AM	Court
11:53 AM	Mail person
12:12 PM	Utilities - Payment
12:22 PM	Court
1:05 PM	Person to talk to Oscar
2:22 PM	Utilities - Payment
3:10 PM	Utilities - Payment
3:19 PM	Utilities - Payment
3:55 PM	Utilities - Application

Wednesday, November 15, 2023

Before 8:30 am

7:39 AM	Court - phone call
7:54 AM	Utilities - phone call
8:15 AM	Court - phone call
8:31 AM	Person asking about taxes
8:37 AM	Utilities - Application
8:44 AM	Permits
8:45 AM	Court
9:04 AM	Utility customer request copy of bill
9:10 AM	Utilities - Payment
9:27 AM	Utilities - Payment
9:31 AM	Utilities - Payment
9:31 AM	Utilities - Payment
9:48 AM	Person for PD
9:57 AM	Utilities - Payment
10:32 AM	Utilities - Application
10:40 AM	Utilities - Payment
11:36 AM	Utilities - Payment
12:00 PM	Utilities - Payment
12:25 PM	Court
12:53 PM	Utilities - Application
12:55 PM	Person for Callie meeting
1:18 PM	Utilities - Homebuilder
1:30 PM	Utilities - Payment
1:41 PM	Person for PD
1:43 PM	Utilities - Application
1:52 PM	Utilities - Application
2:34 PM	Utilities - Payment
2:40 PM	Utilities - Payment
3:01 PM	Utilities - Payment
3:03 PM	Utilities - Payment

3:20 PM	Utilities - Payment
3:27 PM	Court
4:31 PM	Utilities - Payment
4:55 PM	Utilities - Payment
After 5:00 pm	
5:12 PM	Court - phone call
5:20 PM	Utilities - Application

Thursday, November 16, 2023

Before 8:30 AM	
7:49 AM	Person for PD/dispatch
8:14 AM	Court - phone call
8:20 AM	Utilities - Payment
8:22 AM	Court - phone call
9:40 AM	Person for PD/dispatch
10:00 AM	Court
10:05 AM	Person for FD
11:15 AM	Utilities - Payment
11:17 AM	Permits
11:37 AM	Permits
1:55 PM	Open Records Request
2:21 PM	Permits
2:25 PM	Court
2:58 PM	Utilities - Payment
4:52 PM	Utilities - Payment
After 5:00 PM	
5:10 PM	Utilities - Frontier Waste Call
5:25 PM	Court - phone call

Monday, November 20, 2023

Before 8:30 AM	
7:59 AM	Court
8:00 AM	Utilities - Trash Call
10:51 AM	People for meeting
10:55 AM	People for meeting
11:00 AM	Utilities customer proof of leak
12:33 PM	Court
12:43 PM	Utilities - Application
12:55 PM	People for meeting
1:35 PM	Person for Stacey
1:37 PM	Court
2:09 PM	Person for Callie -Alcohol Permit
4:36 PM	Court
After 5:00 PM	
5:10 PM	Utilities - Application

Tuesday, November 21, 2023

Before 8:30 AM

7:29 AM	Court - Phone call
8:27 AM	Person for Oscar
8:30 AM	Person for HR
9:47 AM	Person for meeting
10:16 AM	Court
10:39 AM	Court
10:50 AM	Utilities - Application
11:33 AM	Utilities - Application
12:27 PM	Person for PD
1:08 PM	Utilities - Payment
1:16 PM	Person for PW
1:17 PM	Utilities - Payment
1:30 PM	Utilities - Payment
1:51 PM	Permits
1:59 PM	Utilities - Payment
3:10 PM	Utilities - Application
3:13 PM	Utilities - Application
3:57 PM	Person for Oscar
4:03 PM	Utilities - Application
4:11 PM	Utilities - Application
After 5:00 PM	
5:17 PM	Utilities - Application

Wednesday, November 22, 2023

9:35 AM	Utilities - Payment
10:20 AM	Person for CE/PD removal of sign
10:55 AM	Utilities - Application

Monday, November 27, 2023

Before 8:30 AM	
7:37 AM	Utilities - Payment call
7:47 AM	Utilities - Close Out
10:46 AM	Person for PD
11:23 AM	Utilities - Payment
12:06 PM	Utilities - Payment
12:50 PM	Person for Randy
2:05 PM	Utilities - Application
2:11 PM	Court
2:19 PM	Court
3:22 PM	Utilities - Payment
3:25 PM	Utilities - Payment
4:29 PM	Utilities - Payment
4:35 PM	Utilities - Payment
After 5:00 PM	
5:15 PM	Court

Tuesday, November 28, 2023

9:50 AM	Person for Oscar meeting
11:26 AM	Utilities - Application
11:36 AM	Court
11:46 AM	Person for PD
12:25 PM	Callie - Alcohol Permit
12:44 PM	Court
2:13 PM	Court
2:37 PM	Person for Stacey
16:11	Court
4:27 PM	Court

Wednesday, November 29, 2023**Before 8:30 AM**

7:36 AM	Utilities - phone call
7:40 AM	Permits - phone call
8:30 AM	Court
9:28 AM	Person for PD
10:05 AM	Court
10:10 AM	Court
11:28 AM	Person for PD
1:55 PM	Person needing tax office
3:12 PM	Utilities - Close out
3:55 PM	Court

After 5:00 PM

5:00 PM	Court
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Thursday, November 30, 2023**Before 8:30 AM**

7:30 AM	Court - phone call
9:15 AM	Utilities - Application
9:26 AM	Person for HR
9:45 AM	Permits
10:06 AM	Person picking up check
10:44 AM	Court
12:13 PM	Person for Oscar
1:57 PM	Person for Code Enforcement
2:12 PM	Permits
2:49 PM	Utilities - Payment
3:30 PM	Utilities - Account update

Monday, December 4, 2023**Before 8:30 AM**

7:52 AM	Utilities - Close Out
8:06 AM	Court - Phone call
9:02 AM	Towing company for FD truck
9:35 AM	Court

10:32 AM	Court
11:52 AM	Utilities - Payment
12:51 PM	Utilities - Application
12:56 PM	Person for meeting
1:04 PM	Person for meeting
1:34 PM	Utilities - Payment
1:58 PM	Court
2:13 PM	Permits
3:16 PM	Court
3:24 PM	Utilities - Payment
4:09 PM	Court

Tuesday, December 5, 2023

9:00 AM	Person for meeting
9:09 AM	Person for Oscar/Randy
9:19 AM	Utilities - Payment
10:36 AM	Person for Oscar
11:09 AM	Utilities - Application
12:39 PM	Person for Jenny
1:58 PM	Planning/Zoning Question
2:26 PM	Permits
2:51 PM	Utilities - Payment
2:58 PM	Utilities - Payment
3:05 PM	Utilities - Payment
3:23 PM	Citizen asking about council meetings
3:45 PM	Utilities - Payment
4:07 PM	Utilities - Payment
4:24 PM	Court

Wednesday, December 6, 2023

Before 8:30 AM

7:54 AM	Permits
8:09	Permits
9:05 AM	Person for Chief Groom
9:31 AM	Person for PD
10:10 AM	Person for PD
12:02 PM	Permits
12:03 PM	Person for PD
12:18 PM	Permits
12:23 PM	Utilities - Payment
1:15 PM	Person for PD
2:07 PM	Utilities - Payment
3:03 PM	Court
3:26 PM	Person for finance to pickup check
4:20 PM	Utilities - Application

Thursday, December 7, 2023

9:32 AM	Shredding company
9:34 AM	Court
11:54 AM	Court
12:45 PM	Permits
12:50 PM	Utilities - Payment
12:57 PM	Person for meeting
1:23 PM	Court
2:29 PM	Rep meeting with court
2:37 PM	Utilities - Payment
2:45 PM	Utilities - Payment
2:55 PM	Person to pickup check
3:20 PM	Utilities - Application
3:35 PM	Utilities - Application
4:34 PM	Permits

Monday, December 11, 2023

10:00 AM	Person for meeting
10:07 AM	Person for meeting
10:13 AM	Utilities - Payment
10:38 AM	Utilities - Payment
10:51 AM	Utilities - Payment
1:30 PM	Utilities - Application
1:55 PM	Utilities - Payment
2:15 PM	Utilities - Payment
2:45 PM	Court
2:55 PM	Utilities - Close Out
2:58 PM	Person for meeting
3:26 PM	Person for Oscar
3:41 PM	Person needing PW
3:50 PM	Person needing PD
4:10 PM	Court
4:26 PM	Same person for Oscar
4:36 PM	Utilities - Payment
4:40 PM	Utilities - Payment

Tuesday, December 12, 2023

Before 8:30 am

7:46 AM	Utilities - Application
8:23 AM	Court - phone call
9:15 AM	Utilities - Account update
9:59 AM	Person for PD
10:15 AM	Utilities - Payment
10:24 AM	Person for Chief Groom
10:32 AM	Utilities - Payment
12:59 PM	Court records request
1:04 PM	Utilities - Payment
1:06 PM	Court

1:16 PM	Utilities - Payment
1:43 PM	Person for Chief Groom
2:31 PM	Person asking about ETJ
3:19 PM	Person for Oscar
After 5:00 PM	
5:10 PM	Utilities - Application

Wednesday, December 13, 2023

9:11 AM	Court
10:50 AM	Utilities - Payment
11:00 AM	Utilities - Payment
12:30 PM	Utilities - Payment
2:05 PM	Utilities - Close Out
2:06 PM	Utilities - Application
2:10 PM	Utilities - Payment
4:08 PM	Court
After 5:00 PM	
5:08 PM	Utilities - Application

Thursday, December 14, 2023

Before 8:30 AM	
8:20 AM	Utilities - Application
8:23 AM	LGI check drop off for utilities
12:26 PM	Utilities - Payment
12:35 PM	Utilities - Payment
2:08 PM	Utilities - Payment
3:23 PM	Court
4:13 PM	Utilities - Payment

Monday, December 18, 2023

Before 8:30 AM	
7:57 AM	Phone Call for Public Works
8:19 AM	Permits - Phone call
10:12 AM	Court
10:16 AM	Person to pickup check
10:32 AM	Court
10:50 AM	Utilities - Account change
10:50 AM	Person for meeting
12:14 PM	Person for Randy
12:47 PM	Utilities - Payment
1:42 PM	Person for Oscar
2:14 PM	Person for Oscar
2:48 PM	Permits
3:12 PM	Utilities - Payment
4:45 PM	Person for Stacey

Tuesday, December 19, 2023

Before 8:30 AM**8:20 AM**

9:12 AM	Utilities - Application
10:40 AM	Utilities - Payment
10:50 AM	Person to pickup fire truck
10:54 AM	Utilities - Payment
10:58 AM	Utilities - Payment
11:06 AM	Utilities - Payment
12:37 PM	Frontier Representative
12:54 PM	Person for Chief Groom
2:30 PM	Utilities - Payment
2:40 PM	Person for PD
3:53 PM	Utilities - Application
4:50 PM	Utilities - Payment
4:57 PM	Court
	Court - call (Melissa out sick)

Wednesday, December 20, 2023

10:20 AM	Person for Oscar
10:46 AM	Person for meeting
10:52 AM	Person for meeting
10:59 AM	Person for meeting
12:40 PM	Court - Judge meeting
12:44 PM	Court - Judge meeting
12:45 PM	Court - Judge meeting
12:53 PM	Utilities - Payment
2:19 PM	Holt/Cat Representative
2:50 PM	Person for meeting
3:38 PM	Utilities - Application
3:58 PM	Utilities - Payment

After 5:00 PM

5:03 PM	Utilities - Homebuilder drop of checks
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Thursday, December 21, 2023**Before 8:30 AM****7:49 AM**

9:03 AM	Court
12:49 PM	Person to pickup check
1:16 PM	Utilities - Application
1:18 PM	Person for Stacey
1:20 PM	Person for Oscar
	Court

Tuesday, December 26, 2023**Before 8:30 AM****7:50 AM****8:08 AM**

8:45 AM	Utilities - Phone call
8:50 AM	Utilities - Payment
	Utilities - Payment
	Utilities - Payment

10:07 AM	Person for PD/Dispatch
10:13 AM	Utilities - Payment
10:29 AM	Court
11:41 AM	Permits
12:00 PM	Utilities - Payment
12:21 PM	Person for stranded car
12:23 PM	Utilities - Application
12:25 PM	Utilities - Application
1:08 PM	Permits
1:13 PM	Person for Oscar
1:18 PM	Permits
2:06 PM	Permits
2:08 PM	Utilities - Application
2:14 PM	Court
3:13 PM	Utilities - Application
3:50 PM	Court
4:20 PM	Utilities - Application

Wednesday, December 27, 2023

9:00 AM	Court
9:20 AM	Person for Oscar
10:00 AM	Utilities - Application
10:30 AM	Utilities customer about account
12:14 PM	Utilities - Application
12:24 PM	Utilities - Application
12:56 PM	Person needing PD
1:00 PM	Utilities - Payment
1:05 PM	Person needing PD
1:36 PM	Utilities - Payment
2:58 PM	Citizen needing housing assistance info
3:24 PM	Frontier Waste Rep
4:42 PM	Court

Thursday, December 28, 2023

Before 8:30 AM

7:30 AM	Court
8:06 AM	Utilities - Application
10:24 AM	Person needing PD
10:37 AM	Person asking about appraisal office
11:43 AM	Court
11:44 AM	Court
12:24 PM	Court
2:19 PM	Drop off of PD
4:44 PM	Court



City Council Agenda Item Report
Interim City Administrator James Groom
972-366-3547
jgroom@cityofvenus.org

January 8th, 2024

DISCUSS AND CONSIDER: Approval of the City's Human Resources Policies and Procedures Manual **with the only changes being Section 5-01.**

1. **BACKGROUND/HISTORY:** The Mayor requested that staff bring forth consideration to council to move a holiday from President's Day to Dr. Martin Luther King, Jr. Day. When looking at making this change, staff determined there were several issues with the holiday policy and wanted to fix those issues by proposing this change.
2. **FINDINGS / CURRENT ACTIVITY:** Staff has amended section 5-01 of the policy manual and made no other material changes. Staff recognizes that there are several areas needing improvement in the policy manual other than 5-01 but determined that the request for the holiday change was time sensitive and has therefore only provided an amended section 5-01 which only relates to holiday time. If approved, City Hall would be closed on January 15th, 2024, but open on President's Day 2024.

Staff has amended the section 5-01 to make it easier for the City Administrator to set a holiday schedule based on a changing calendar each year without needing the council to look at the policy each year. Instead of specifying which days and how many days, staff has set the hours provided by council for holidays to be 80 hours and the City Administrator is required to provide a holiday schedule ahead of time. This is the same number of hours that were provided previously.

The changes in this policy make the policy easier to understand for staff and the public without increasing any benefits to the employees. The changes also make the policy more flexible without allowing any changes in the actual time allowed for holidays unless approved by council.

3. **RECOMMENDATIONS:** Staff recommendation is to approve the city handbook with the amended 5-01 as presented.
4. **ATTACHMENTS:**
 - Existing 5-01 policy, updated 5-01 policy, handbook with updated 5-01 inserted, proposed 2024 Holiday Schedule.



Human Resources Policies & Procedures Manual

Approved August 2017

City of Venus Values Statement

Employees of the City of Venus are expected to provide exemplary service and demonstrate professionalism while conducting business with citizens, visitors, internal employees, and the general public.

Internally our conduct with each other will be marked with high ethics, honesty, and integrity. We value character and display loyalty to the City and its citizens by focusing on what is best for Venus as a whole. We are a dedicated, team-oriented staff who shows mutual respect. We value competency and commitment to our jobs. We attempt to understand how to do our job best and how what we do affects others within the City.

We have a sense of duty to the City of Venus and work with a passion for doing our jobs with excellence. We are dedicated to doing our jobs the right way for we know that what we do today lays a foundation for all those who will one day live in Venus and for those who will serve them. We value the heritage given to us by those that preceded us and we realize that what we do today leaves our own heritage. We will leave a legacy of making a positive difference in the lives of the citizens of Venus and those they touch.

We know the citizens of Venus are our reason for being here. They set policy, vision and procedures through their elected council and mayor. They are the greatest assets of Venus and we are dedicated to caring for those assets. The citizens of Venus and others that deal with the City will, because of the way we treat them, have a positive impression of the City government. We will present ourselves as professionals who are accessible, considerate, helpful, caring, and reliable. The citizens are not distractions from our job. They are our job. We will rise to the highest levels of customer service. We will treat everyone equally and fairly regardless of any background considerations. We will focus on their concerns and making life better for them through our services to them.

In our efforts to be professional in conducting the business of the City, we must value flexibility and adaptability. The City of Venus is growing. We must be always learning and adapting. We are exploring new ideas, new technologies, new approaches, and new applications. We value growth, education, and training. We value confidence and *our* ability to stand behind our decisions because we base them upon:

- the best information available at the time;
- consideration for everyone involved;
- concern for how it affects others; and
- a focus on the best interests of the citizens of Venus.

City of Venus (Government) Vision

Professional citizen-servants leading a growing community by providing responsible public administration and reliable municipal services; enforcing reasonable standards of development and safety which protect property values and ensure a quality community atmosphere; dedicated to fiscal responsibility and stewardship based on honesty, integrity, fairness, and accountability with service above self and excellence in all we do.

City of Venus (Government) Mission

To be a progressive city that provides high quality services which promote a vibrant, safe, and healthy environment.

Action Plan

- Ensure a safe, quality environment for residents and businesses.
- Provide effective, reasonable priced municipal services and administration.
- Establish and enforce reasonable standards pertinent to the City with all due respect for established State and Federal laws.
- Control development to ensure opportunity for growth, retention of property values, and preservation of our rural heritage with an emphasis on City beautification.
- Maintain a vision of the future and plan for services, which support that vision.
- Execute these responsibilities in harmony with our neighbor communities, State and Federal government without discrimination based on race, color, religion, gender, age, sexual orientation, national origin, political affiliation, disability, veteran's status, or other non-merit factors.

Our Values

In all respects, city government is dedicated to accomplishing its mission through:

Professionalism
Pride
Service
Fairness
Accountability

**CITY OF VENUS
POLICIES AND PROCEDURES MANUAL
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PURPOSE OF MANUAL

This manual is a summary of personnel policies and procedures established to assist managers, supervisors, and employees of the City of Venus in the administration of positive employee relations in accordance with sound management principles and applicable laws and regulations.

Although most major areas of the personnel policy are defined in this manual, there may be situations that are not cited specifically. In these instances, management retains the right to establish policy. All personnel policies apply to **all City of Venus employees** regardless of classification or whether volunteer or paid staff.

It is the responsibility of each employee of the City to comply with all policies in this manual and with other rules and regulations implemented in accordance with these policies. If there are questions about any policies, procedures, rules, or regulations, they should be discussed with the immediate supervisor or department head.

This manual represents the general City policies. Individual departments may establish additional policies. These policies must be reviewed and/or approved by the City Administrator/Manager, be on file, and be made available at all times to employees of that department either physically or through the use of electronic means.

Specific departmental rules and regulations will be explained by each employee's supervisor or department head. It is the responsibility of the management to administer personnel policies in a consistent, fair, and impartial manner.

The purpose of this policy is to provide an overview of the City's general expectations for employees and managers. The regulations herein provided are merely general guidelines that the City may unilaterally rescind or modify at any time without notice. The regulations are not a contractual obligation.

The statements and provisions of this handbook will control over any contradictory statements, written or otherwise, made by any supervisors of the City; any agreements or assurances concerning the terms, conditions, or duration of any individual's employment, is not binding unless the same is in writing and signed by the Mayor of the City.

This manual and the policies contained in it are not a contract of employment, do not constitute a guarantee of employment for any specific duration and are not all-inclusive of every situation. The relationship between the City and employees are "employment at will", including temporary, seasonal and contract employees. This policy does not provide contractual or property rights to any employee. The City of Venus reserves the right to release an employee at any time and for any reason, with or without cause, unless expressly prohibited by law.

Employees of the City of Venus have the following rights:

1. Employees have the right to state grievances in a respectful, appropriate manner to their supervisors without fear of reprisal.
2. Employees have the right to review the contents of their own personnel file, under supervision by Human Resources. Appointments are required.
3. Employees have the right to make application for other jobs in the City as positions become available.
4. Employees have the right to review, under supervision, their own payroll records.
5. Employees have the right and are encouraged to make suggestions to their supervisors on ways and means to improve City functions.
6. Employees have the right to participate in political activities, in accordance with State law, subject to the guidelines specified in this handbook.

Chapter 1

INTRODUCTION

Section 1-01: Objective of Policies

Effective Date: 08/07/17

The purpose of these policies is to bring a high degree of understanding, cooperation, efficiency, and unity to City operations which come through systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees with all of the benefits such a program insures. The basic objectives of these policies are:

1. To promote and increase efficiency, and responsiveness to the public;
2. To establish and maintain an equitable and uniform plan of evaluation and compensation based upon the relative duties and responsibilities of positions within the City;
3. To establish and promote high morale among City employees by providing a good working environment and uniform personnel policies,
4. To provide an attractive, efficient, and safe environment by maintaining good physical working conditions;
5. To communicate freely and to encourage communication from and among all employees;
6. To provide a work environment that is conducive to both personal and professional growth; and
7. To safeguard any employee's right to be treated with respect, dignity, equity, and fairness; where provided, the right to appeal any violation of these rights.

Section 1-02: Equal Opportunity Policy

Effective Date: 08/07/17

It is the policy of the City of Venus to afford equal opportunity in all aspects of the employment relationship to all individuals. Equal Employment Opportunity is the law of the land, and the City of Venus will not discriminate because of race, color, religion, gender, age, sexual orientation, national origin, political affiliation, disability, veteran's status, or other non-merit factors.

This Equal Employment Opportunity policy applies to all aspects of the employment relationship including but not limited to, recruiting, interviewing, testing, ranking, selection, compensation, promotion, transfer, performance appraisal, training, discipline, layoff, and discharge.

The City of Venus will take necessary action to assure that its personnel and operating procedures support equal opportunities in employment. However, the City reserves the right to evaluate each individual based on bona fide abilities and qualifications to perform the essential functions of the job.

Section 1-03: Applicability and Scope

Effective Date: 08/07/17

These policies apply to all City employees unless specified otherwise by state law, City ordinance, or departmental policy approved by the City Administrator/Manager. A person on retainer or under contract is not considered a City employee in the absence of a specific agreement to that affect; however, the City expects that any individual, paid or volunteer, representing the City in an official capacity uphold the same Equal Employment Opportunity standards as its staff.

Nothing in this manual shall be considered to create a property right in employment. It should be understood that employment is for an indefinite period and is at-will.

Section 1-04: Dissemination and Familiarity

Effective Date: 08/07/17

All City employees shall be informed of the existence of these policies and each department head shall keep a copy available for reference by its employees. An employee manual outlining the general personnel policies of the City will be furnished to all employees for their personal use and reference. **The City of Venus shall require that all employees sign a statement that they have been furnished a copy of an employee manual outlining these policies.** It shall be the employee's responsibility to become thoroughly familiar with such policies.

Section 1-05: Amendments to Policies

Effective Date: 08/07/17

These policies may be amended, supplemented, or superseded at any time by the Mayor and or the City Administrator/Manager. Upon any change, each employee will be notified of the change and directed to the location of the new policy and/or be given a copy of the revised policy changes in writing as soon as possible thereafter, and shall sign a statement that they have been furnished a copy of the amended policy or policies.

Section 1-06: Administrative Authority

Effective Date: 08/07/17

The City Administrator/Manager shall be responsible for establishing the policies under which personnel matters are to be administered. With the exception of matters reserved to the City Council by statute, ordinance or these policies, the general and final authority for personnel management rests with the Mayor, who shall develop, administer, and interpret personnel policies and procedures as they apply to all departments and employees.

Each department head is responsible within the scope of their authority for enforcing the provisions of these policies and related rules and procedures about matters involving their department. Department heads may prepare and enforce additional personnel policies within their department provided they are not inconsistent with these policies and have been approved by the City Administrator/Manager. An employee, who violates departmental code of conduct, rules, policy, or procedure is subject to disciplinary action.

Section 1-07: Definitions

Effective Date: 08/07/17

- A. Any reference to any person in these Regulations by use of the masculine gender is for purposes of grammatical clarity only, and shall not be construed to exclude the feminine gender.
- B. Titles utilized herein shall not govern, limit, modify or affect the scope of meaning or intent of any provision.
- C. Any provision contained herein that is found or determined to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining contents.

D. The words and terms used in these Personnel Regulations shall have the meaning indicated as follows (unless the context in which the word is used clearly indicates otherwise):

ADDRESS means the street and number, city, state and zip code of a residence and/or the post office box mailing address, if applicable.

ADMINISTRATIVE LEAVE means an authorized absence with pay.

ANNIVERSARY DATE means the month and date at which one (1) year or additional years of employment with the City are attained by a regular full-time or part-time employee. If an employee changes from part-time to full-time status, then the anniversary date is changed to reflect the date the employee begins full-time status.

BASE PAY means an employee's salary excluding longevity pay, overtime pay and any other additional compensation.

CITY means the City of Venus, Texas.

CONTINUOUS SERVICE means employment with the City uninterrupted by leave of absence without pay or separation from City service.

CONTRACT EMPLOYEE means an employee who has contracted with the City to perform a specific task at a set rate of compensation.

DEMOTION means an assignment of an employee from a position in one classification to a position in another classification having a lower pay grade.

DEPARTMENT means a major functional unit of City government.

DEPARTMENT HEAD means any person, appointed by the City Council, who is responsible for the administration of a department.

EMPLOYEE means any person employed full-time and paid a salary or wages by the City, and may include part-time and temporary employees who may or may not enjoy normal benefits given to full-time employees. It does not include an independent contractor, contract employee, the Municipal Court Judge(s), the City Attorney, City Manager/Administrator, City Secretary, Police Chief, a member of an appointed Board or Commission, or a member of the City Council.

GRADE means a division of a salary and classification schedule with specified rates and/or ranges of pay into which a job or position is classified according to such factors as level of difficulty, responsibility, and other criteria.

JOB means a collection of tasks, duties and responsibilities regularly assigned to and

performed by an individual, or individuals when the magnitude of the job is such that it cannot be performed by one person.

JOB CLASSIFICATION means all positions, regardless of departmental location, that are sufficiently alike in duties and responsibilities to:

1. Be called by the same descriptive title;
2. Be accorded the same pay scale under like conditions; and/or
3. Require substantially the same education, experience, and skills.

LEAVE WITHOUT PAY means an authorized temporary absence without pay.

MANUAL means these Personnel Regulations.

MERIT means character or conduct deserving reward, honor, or esteem.

MILITARY LEAVE means any authorized absence of an employee for active or reserve duty or training in the United States armed forces.

MONTH means one (1) calendar month.

MOTOR VEHICLE ACCIDENT means an incident involving a motor vehicle in which there is either a fatality, any property damage, an injury treated immediately and/or away from the scene or a vehicle is required to be towed, due to disabling damage, from the scene.

NEW-HIRE means any employee with less than twelve (12) full months of continuous employment with the City.

PHYSICIAN OR LICENSED PHYSICIAN means any physician licensed by the Texas State Board of Medical Examiners.

PROBATIONARY EMPLOYEE means a NEW-HIRE employee with less than six (6) full months of continuous employment with the City, OR, any employee who has been placed on probationary status by their Department Head.

PROMOTION means an assignment of an employee from a position of one (1) classification to a position in another classification having a higher pay grade.

REDUCTION IN FORCE means a separation from City service because of a shortage of funds or materials, elimination of a position or other reasons beyond the control of an employee and not reflecting discredit upon him.

REGULAR EMPLOYEE means an employee who is either full-time or part-time and is

non-seasonal and non-temporary.

REGULATIONS mean these Personnel Regulations.

RESIDENCE means the actual place of abode of an employee.

RETIREMENT DATE means the first day an eligible employee becomes entitled to receive retirement benefits.

SECONDARY EMPLOYMENT means any business, trade, occupation, or profession performed for any entity other than the City, or pre-approved entity including self-employment.

SEPARATION means a voluntary or involuntary cessation of employment with the City.

SERIOUS HEALTH CONDITION means an illness, injury, impairment or physical or mental condition involving inpatient care or continuing treatment by a health care provider.

SUPERVISOR means any person responsible for directing the daily work of others.

SUSPENSION means an involuntary discontinuance of pay for a specified period of time.

TERMINATION means a disciplinary cessation of employment with the City.

TRANSFER means any change of an employee from one position to another position in a classification having the same pay grade.

WORK DAY OR WORKING DAY means any one shift during which a department is open for business or on which an employee is scheduled to work.

WORK WEEK means a fixed, recurring period as follows:

1. 40 hours per week, which is defined as Wednesday 12:01 a.m. to Tuesday 11:59 p.m., for regular full-time employees;
2. 40 hours per week for non-exempt police personnel and 80 hours over a two-week work period for police shift personnel.

Chapter 2

EMPLOYEE HIRING and EMPLOYMENT

Section 2-01: Vacancies

Effective Date: 08/07/17

Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled. The department head shall notify the City Administrator/Manager immediately when a vacancy occurs in their respective department. Vacancies may be filled through public announcement, promotions, transfers, demotions, or reinstatement.

Section 2-02: Announcement of Vacancies

Effective Date: 08/07/17

The City Administrator/Manager, or their designee, may publicly announce by appropriate means all job vacancies. Job vacancies may be posted on our City web-site, on bulletin boards located at City Hall or various other web-sites and publications. Each job announcement insofar as practicable, shall specify the title, salary, and nature of the job; the required qualifications; whether competition is open to the general public or restricted to City employees; and the application deadline. Each announcement shall also contain a statement affirming the City's commitment to a policy of equal employment opportunity. This provision does not preclude the hiring of candidates selected by other means, promotions or transfers being done without advertising.

Section 2-03: Employment Applications

Effective Date: 08/07/17

Applications for employment or reinstatement shall be submitted on forms as prescribed by the City Administrator/Manager, or his or her designee, for each vacant position. Only applications officially received in the prescribed manner shall be considered. All information submitted in connection with applying for City positions is subject to verification.

Section 2-04: Employment Evaluation/Grounds For Disqualifications

Effective Date: 08/07/17

The primary goal of the City is to fill vacancies with highly qualified applicants that are the best suited for the position. The department head, City Administrator/Manager or their designee shall determine the most appropriate means of evaluating applicants against job requirements and organizational mission to identify the qualified persons suited for the job. Reference checks, interviews, medical and psychological examinations, criminal history checks, verification of citizenship or employment eligibility, skills test, written tests, driver's license checks, and/or other screening procedures may be used as deemed appropriate and in all cases, shall be consistent with the applicable employment laws and regulations.

Applicants may be required to provide any work experience and qualifications information necessary to demonstrate compliance with prescribed qualification requirements or proficiency.

An applicant shall be disqualified from consideration if he or she:

- A. Does not meet the qualifications necessary for performance of the duties of the position involved.
- B. Has made any false statement of fact on the application, depending upon the seriousness, willfulness, and applicability of the false information to the position;

- C. Is not lawfully authorized to work in the United States in accordance with the Federal Immigration Reform and Control Act, as amended; or
- D. Would be in violation of the nepotism policy or laws.
- E. An applicant may also be disqualified from consideration upon other reasonable grounds relating to job requirements.

**Section 2-05: Americans with Disabilities Act/
Reasonable Accommodations**

Effective Date: 08/07/17

The City of Venus is an equal opportunity employer and, as such, requires compliance with the Americans with Disabilities Act (ADA). The Act prohibits discrimination against qualified persons with disabilities in hiring, as well as in all terms and conditions of employment. All requests by City employees for accommodation under the ADA should be submitted in writing to the Human Resources Department. The City shall comply with ADA regulations when consideration requests for accommodation.

**Section 2-06: Applicant Referral, Interview
And Selection Process**

Effective Date: 08/07/17

The referral of applicants to department heads for selection shall be in accordance with approved City policies, procedures and practices developed by the City. Interviews will be structured and conducted in such manner as to appraise the applicant's qualifications and ability to perform the essential functions of the position. All applicants meeting the minimum requirements may not receive a personal interview.

Rating and evaluation of education, training and experience will be based upon information in the application form and such other data as may be secured through the interview or from other sources, which may be subject to investigation as to truth and completeness. For positions requiring specific educational achievements, a copy of diplomas, degrees or certifications may be required.

The Department head/hiring manager will make the selection of the most qualified applicant. The Department head/supervisor will then submit the selection to the City Administrator/Manager and/or their designee to begin the background investigation process as described in Section 2-11.

Section 2-07: Authority for Employment Hire

Effective Date: 08/07/17

The hiring authority for all City positions shall rest with the City Administrator/Manager except as otherwise provided by City policy, state law, or City ordinance. The City Administrator/Manager may delegate such authority to the department head for those positions under his/her supervision.

Hiring decisions shall be made based on the applicant's qualifications, experience, talents, and suitability for the job as ascertained through fair and practical selection methods. It shall be the policy of the City to appoint the most qualified applicant best suited for the position.

All agreements with a selected applicant will be made in exact accordance with the written,

authorized or approved salary plan. Any agreement, oral or implied, that differs from that described herein will not be honored. Offers of employment will be made through the Human Resources' office.

Section 2-08: Employment Status

Effective Date: 08/07/17

As a public agency, the City must comply with the Patient Protection and Affordable Care Act of 2010 ("Act"), as amended. All "eligible employees" (as defined by the Act), shall be treated in accordance with the Act. All other employees shall be subject to the City's policies enumerated below. Notwithstanding the foregoing, employees should consult with their Supervisor/Department Head or the Human Resources Manager to discuss all options.

All employees are classified into one of the following categories:

REGULAR EMPLOYEES: Employment in an authorized position in which the employee works at least forty (40) hours in a regular work schedule.

PART-TIME EMPLOYEES: Employment in an authorized position in which the employee works less than thirty (30) hours per work week.

**PART-TIME EMPLOYEES
ELIGIBLE FOR BENEFITS:** Employment in an authorized position in which the employee works no less than thirty (32) hours, but no more than thirty-nine (39) hours, in a regular work schedule; provided, however, such benefits are subject to change should the City's healthcare plan be revised and/or amended, with or without notice, and not as a result of the City's initiative.

TEMPORARY EMPLOYEES: Employment in a position established for a specified period of time, or for the duration of a specified project or group of assignments.

For purposes of overtime pay, employment positions are classified as "EXEMPT" or "NON-EXEMPT", defined as follows:

EXEMPT: Any position that performs professional, executive, or administrative duties and is classified as exempt by the Federal Fair Labor Standards Act. This classification is paid on a salary basis and is not eligible for overtime pay.

NON-EXEMPT: Any position that is paid on an hourly basis. This classification is generally eligible for

overtime pay.

All employment by the City of Venus is in the form of an "at will" employment, meaning that it can be terminated by either employer or employee at any time for any or no reason, in so much as it is not illegal; nothing in these regulations will be held to alter the "at will" nature of such employment. The City reserves the right at any time to enter into an employment agreement with an employee as approved by the Mayor.

**Section 2-09: Nepotism/Restriction of
Employment of Relatives**

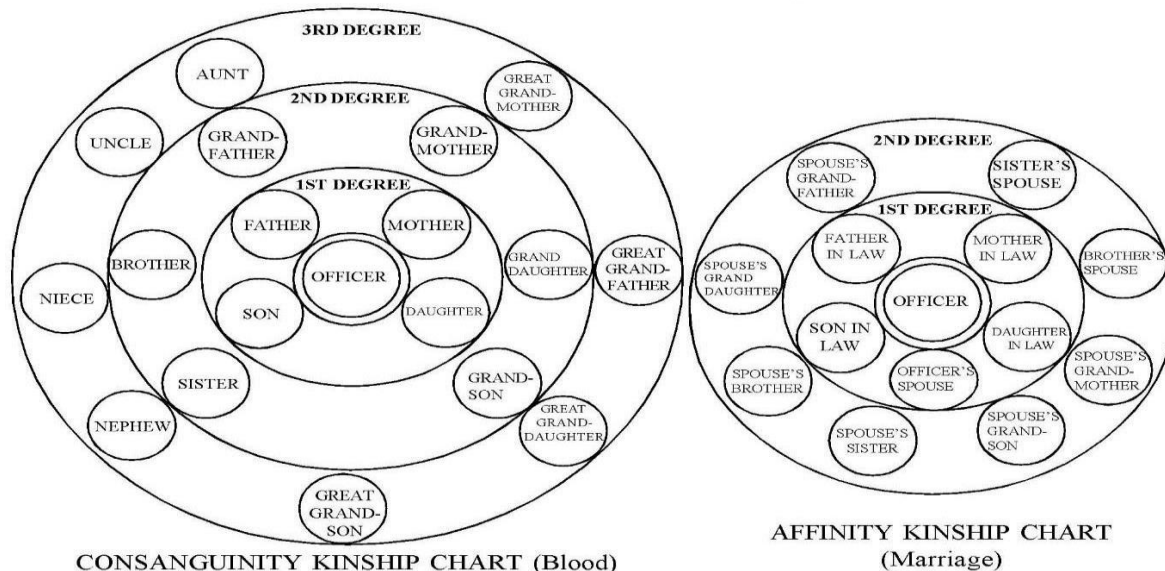
Effective Date: 08/07/17

- A. No persons related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to the mayor or any member of the City Council shall be appointed to any office, position, or other services of the City, but this prohibition shall not apply to officers or employees who have been employed by the City continuously for more than six (6) months prior to the election of such member of the council or mayor.
- B. Nepotism restrictions are as follows:
 - 1. An individual related within the third degree of consanguinity or second degree of affinity to a department head shall not be appointed to a position within that department.
 - 2. An individual shall not be appointed to any position directly supervised by someone to whom he/she is related within the third degree of consanguinity or the second degree of affinity.
 - 3. An individual shall not be appointed to any position if the appointment would create a close working relationship within the department that could possibly interfere with department operations.
 - 4. Should a current employee become a relative of another employee and fall under the provisions of this rule, one of the employees must transfer to another area, resign, or face termination.
 - 5. The Mayor and City Manager/Administrator must approve the appointment or continued employment of any person subject to the provisions of this rule.
 - 6. The Mayor and City Manager/Administrator may apply the nepotism prohibition for other organizational and/or personal relationships in the best interest of the City of Venus.
 - 7. The Mayor and City Manager/Administrator may waive the provisions of section (B) when it is in the best interest of the department or the City.

For purposes of this section, "immediate family" will be defined as someone related within the second degree by blood or the first degree by marriage to the applicant. "Second degree" includes, but is not limited to: parents, children, grandchildren, grandparents, siblings, and the corresponding in-laws. Existing employees found to be in a situation defined as nepotism will

be given an opportunity to seek a transfer, if available, or resign their position. The allowable time for such a transfer or resignation will be determined by the City Administrator/Manager.

NEPOTISM
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Section 2-10: Residency Requirements

Effective Date: 08/07/17

There shall be no absolute residency requirements for City employment. However, departmental policies and job descriptions outlined at the time of hire may require a specific response time for those employees likely to be called to work in cases of emergency. Such employees may be required to reside within a reasonable commuting range of their places of work. For these purposes, a reasonable commuting distance shall be defined as twenty-five (25) miles from the City limits. The City Administrator/Manager shall make any final determination regarding acceptable distance for key personnel. Employees who are allowed to operate City vehicles between their places of residence and work may be required to reside within the City or a reasonable commuting range as defined above.

Section 2-11: Pre-Employment Examinations

Effective Date: 08/07/17

Individuals who receive an offer of employment from the City must undergo a drug screening at a pre-designated laboratory as directed by the City prior to the first day of employment. The offer of employment is conditional upon the results of the drug screening. The lab work will be covered at the expense of the City.

Certain pre-designated positions may also require individuals to take a medical and physical examination at City expense given by a doctor designated by the City. Under 42 U.S.C. §12112(b)(6) and §12112(d) a medical examination maybe required if it is shown to be job-related for the position in question and is consistent with business necessity given the particular job duties at issue, and is no more intrusive to accomplish

the employer's legitimate goal. The offer of employment is conditional upon the results of the physical examination. Furthermore, these results will not be used to discriminate on the basis of a qualified disability and the information obtained regarding medical condition or history will be collected and maintained in separate forms and in separate medical files and shall be treated as confidential medical information. The City Administrator/Manager, acting upon information provided by medical personnel, shall be the final authority in determining medical suitability for employment. The City Administrator/Manager may waive or modify the medical examination requirement for any or all part time positions, temporary employees, or emergency appointments.

The Texas Commission on Law Enforcement Officer Standards and Education requires that all peace officers be examined by a licensed psychologist who certifies that they are in satisfactory psychological and emotional health to be a police officer.

Section 2-12: Emergency Temporary Appointments

Effective Date: 08/07/17

The Mayor reserves the right to hire temporary or part-time employees in case of emergencies or unusual or extraordinary circumstances, which places demands which exceed the work force capabilities of the City. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. The employees involved shall not acquire any status or rights in the position to which they are temporarily appointed.

Section 2-13: Promotions

Effective Date: 08/07/17

Promotions will be defined as the assignment of an employee from one position to another requiring more responsibility, experience, education, technical or professional expertise and which is usually at a higher salary. The selection process may be limited to qualified, existing City employees first before considering other applicants. Opportunities for promotion across organizational lines shall be maximized, with approval from the City Administrator/Manager being necessary prior to such promotion.

All employees who receive a promotion will serve a six (6) month probation period in their new position. A performance review will be given at the conclusion of the promotion's probation period, and a salary review will be conducted in accordance with the City's salary classification system. This review does not guarantee a salary increase. The supervisor may, at any time during this period, determine the individual is not suited to the position and may either transfer the employee if a suitable position is available or terminate the employee. The City has no obligation to place the individual in another position within the City, including the position formerly held.

Section 2-14: Temporary Promotions

Effective Date: 08/07/17

There may be instances where the proper performance of City functions will require a temporary assignment or where an employment position becomes available and where the City wishes to provide a current employee with the opportunity to fill that position. In such cases the City Administrator/Manager may authorize a temporary promotion to the job in an "Acting" status. Normally employees so promoted will hold the position for a specified time period and will be compensated at the appropriate pay level prescribed for the job. Temporary promotions shall not be used to circumvent normal selection procedures, and those employees involved shall not acquire any status or rights in the position to which temporarily promoted.

Nothing herein shall be construed to prevent the assignment of additional or a higher level of

duties to an employee's existing position without additional compensation.

Section 2-15: Transfers

Effective Date: 08/07/17

Transfers may be requested to other positions in the same salary level (lateral transfers), to positions in lower-paying salary levels (demotion) or to positions in higher-paying salary levels. Transfers may be made administratively or in conjunction with an announced selection process. Transfers between classes or between departments shall become effective following approval of the City Administrator/Manager.

A lateral transfer will not affect the individual's salary; however, a transfer to a lower-paying job may require an adjustment in salary and other salary-related benefits. If the transfer is to a position in a higher job classification, the transfer may be considered a promotion and a salary increase may be authorized. A lateral transfer will not affect the individual's salary; and should be approved when the transfer is in the best interest of the City or rewards an exceptionally competent employee for meritorious performance. Lateral transfers are discouraged.

A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the department head, or if interdepartmental, to the City Administrator/Manager; provided that the employee is qualified to perform the duties of the position to which transfer is contemplated.

Section 2-16: Demotions

Effective Date: 08/07/17

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less experience, education, technical, or professional expertise, and in most cases, results in a reduction in salary. The employee must be capable of performing completely all those duties required in the job to which he or she is demoted. An employee may be demoted at any time.

A demotion may be effected for either a disciplinary or non-disciplinary action with the approval of the City Administrator/Manager. If qualified to perform the duties of the lower level position, an employee may, at their own discretion, be administratively demoted. Demotions that occur at the request of the employee, shall not be considered as disciplinary actions or to disqualify the employee involved from consideration for later advancement. Demotions, when used as an alternative to layoff, may be fully or partially rescinded at any time.

Section 2-17: Re-hire Eligibility**Effective Date: 08/07/17**

Former employees of the City of Venus who left employment in good standing are considered eligible for rehire. Former employees of the City of Venus who resigned for reasons of misconduct or performance, or were dismissed for reasons of misconduct or performance are considered ineligible for rehire. Should an exception be desired, a formal review can be requested in writing to the City Administrator/Manager no sooner than one year after separation.

Section 2-18: Employee Orientation**Effective Date: 08/07/17**

Upon hire, new employees shall go through a thorough orientation about the nature of the job, the benefits, obligations and responsibilities of the position, and the general policies and procedures of both the City and the department in which he or she is employed. In addition, the City shall obtain information needed for insurance programs, determining citizenship status, etc., such as date of birth, that were not provided for in the application for employment. The employee shall also be furnished a copy of the City personnel policies and procedures for their personal use and reference at this time and the employee, by signature, shall acknowledge its receipt.

Section 2-19: Employee Job Performance**Effective Date: 08/07/17**

All probationary employees may receive a performance evaluation every thirty days of employment for their full probationary period. Additionally, employee job performance may be reviewed on no less than an annual basis to evaluate job performance and facilitate communications between employees and supervisors. Employee job performance evaluations shall be in writing and on the appropriate forms provided and/or approved by the City Administrator, and are due from Department Heads on February 28th of each year. They shall become a permanent part of the employee's records. An employee's failure to meet job requirements or failure to satisfactorily perform job duties may result in disciplinary action, up to and including termination.

Section 2-20: Health and Fitness**Effective Date: 08/07/17**

It is the continuing responsibility of each employee to maintain the standards of physical and mental health fitness required for performing the essential duties of his position. An employee who becomes aware of a medical or mental disability which may affect his ability to perform the essential duties of his assigned position must inform his immediate supervisor and/or Department Head. When it is suspected that the health condition of an employee constitutes a hazard to persons or property, or prevents the employee from effectively performing his essential duties, the employee may be required to submit to a health examination.

If an employee is unable to perform the essential duties of his assigned position, he may be terminated.

Section 2-21: Secondary Employment**Effective Date: 08/07/17**

Each employee of the City shall understand that his position with the City of Venus is his primary occupation and it shall take precedence over all secondary jobs at all times. An employee who is working another job at the time of hire, and who intends to continue the other employment, must so advise the appropriate Department Head, and receive approval to continue the secondary employment. A City employee is permitted to engage in any business, trade, occupation, or profession, including self-employment, provide prior written approval of the Department Head is

secured. Such approval must be placed in the employee's personnel file. Failure to acquire prior approval is grounds for disciplinary action.

(Police secondary employment approved by the chief of police, and directly related to law enforcement duties is covered by department policy and exempt from this provision.)

1. When engaged in secondary employment, the employee must notify his Department Head in writing of the place and type of employment or business, and the hours of work. (This provision does not apply to police employees working department approved overtime or extra-duty assignment.)
2. An employee whose position requires him to occupy an "on-call" status shall recognize such status as an obligation to the City of Venus and shall fulfill that obligation if called to work for the City during these hours even while working on the second job.
3. Such secondary employment shall not be permitted if it will bring the City into disrepute, reflect discredit upon the employee as an employee of the City or interfere with the performance of the employee's City duties.
4. An employee shall not perform any outside work or engage in extra-duty employment at any time when the employee is on sick leave or is absent related to an injury received in the course and scope of City employment.
5. No employee shall engage in any employment or business where the work performed by the employee or that of the employee's agents or employees is subject to approval/rejection, inspection, or licensing by the City except pursuant to authorized department policies.
6. No employee shall engage in any employment or business on a matter which is or has been the subject of an investigation by the employee's department within the last twelve (12) months, nor may the employee appear as a witness except by court order in any proceeding as a result of such employment.
7. No employee shall identify himself with his position, department, or the City of Venus in:
 - a. The course of a sale or solicitation for sale of any goods or services; or
 - b. The advocacy of any policy, practice, standard or position not officially sanctioned by the City.
8. These rules apply whether or not there is remuneration for the work or employment.

Section 2-22: Training and Development

Effective Date: 08/07/17

The City encourages its employees to further their education in subjects related to their work and to broaden their knowledge and skill in preparation for potential job responsibilities. To the extent consistent with budget constraints and with prior approval, the City shall reimburse registration, travel, meal, and other related costs incurred by eligible employees who attend job-related courses.

Chapter 3

PROBATION PERIOD

Section 3-01: Probation Period

Effective Date: 08/07/17

Every newly employed person shall be required to successfully complete a probation period of six (6) months, unless otherwise specified by department policy or state law. The department heads shall use the probation period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs. Only those employees who have satisfactory job performance and minimum job qualifications during their probation periods shall be retained.

Satisfactory job performance includes, but is not limited to: regular attendance; punctuality; proper conduct toward the supervisor, fellow employees, City management, City Council, and the general public; and satisfactory performance of the duties of the position.

Department heads shall submit an evaluation report on each employee to the City Administrator/Manager prior to the completion of the probation period.

Section 3-02: Completion of Probation

Effective Date: 08/07/17

During or at the end of the probation period, the supervisor may discharge or discipline any employee at will and such disciplinary action or discharge shall not be subject to any grievance or arbitration.

Failure of probation may occur at any time within the probation period and shall not be considered part of the disciplinary process. However, the employee may be administratively transferred to a more suitable position with approval of the City Administrator/Manager.

Section 3-03: Appeal of Failure of Probation

Effective Date: 08/07/17

An employee failing probation shall have no right to appeal except on the grounds of discrimination or other grounds prohibited by law and City policies, in which case the employee may appeal in writing to the City Administrator/Manager within three (3) working days following notice of failure of probation. The decision of the City Administrator/Manager shall be final.

Chapter 4

COMPENSATION & WORK-TIME

Section 4-01: Definitions

Effective Date: 08/07/17

1. Exempt Employees - An exempt employee is one who is not covered by the overtime provisions under the Fair Labor Standards Act (FLSA or Act).
2. Non-exempt Employees - Non-exempt employees will be paid overtime or receive compensatory time for hours worked in excess of forty 40 hours per workweek. Non-exempt sworn police employees will be paid overtime or receive compensatory time for hours worked in excess of eighty 80 hours per pay period.
3. Workweek Period - The workweek normal begins at 12:01 a.m. Wednesday and ends at midnight the following Tuesday.
4. Hours Worked - The time that the City requires or permits non-exempt employees to be on duty is considered hours worked. Only actual hours worked will be considered for the purposes of determining overtime or comp-time for non-exempt employees.

The following types of leave, **will not** be considered hours worked: vacation, sick time, jury duty, and bereavement leave

5. Pay period - Individual paychecks are issued biweekly for each pay period which begins on Wednesday at 12:01 a.m. and ends 14 days later on Tuesday at midnight.
6. Cost of Living Raise Adjustment - raises approved by City Council in the budget process for positions that are currently filled.

Section 4-02: Compensation Plan

Effective Date: 08/07/17

The City of Venus will, within its financial capability, provide equitable compensation for all employees in the form of pay and benefits. Salary and wage increases may be based on performance and the employee's contributions to the overall mission of the City.

All City pay ranges and job relationships may be reviewed annually. The City Administrator/Manager may recommend blanket changes in the compensation plan to adjust salaries for individual positions as is necessary to keep the compensation plan current and competitive with other employees of the same personnel class. Recommended changes in the compensation plan will be included in the annual budget and become effective upon City Council approval of the budget. The City Administrator/Manager reserves the right to determine if and when the changes can be applied based upon budgetary realities.

Section 4-03: Entry Level Pay Rates

Effective Date: 08/07/17

New City employees generally are paid at the minimum rate established for their job category.

The City Administrator/Manager may approve initial employment at a higher rate after

confirmation with the hiring department. The rate must be within the established salary range for the position.

Section 4-04: Employee Pay Schedule

Effective Date: 08/07/17

The City of Venus utilizes a bi-weekly pay schedule, with a total of twenty-six (26) pay periods each calendar year. All employees shall be paid on the same schedule, every other Friday as set by the City.

Section 4-05: Method of Payment

Effective Date: 08/07/17

When payday falls on a holiday, employees are paid on the last working day preceding the weekend or holiday. All paychecks shall be distributed/deposited on the scheduled payday. The City will not provide any paycheck advances under any circumstances. The City shall also encourage its employees to utilize direct deposit when possible.

Section 4-06: Emergency Duty Pay

Effective Date: 08/07/17

The City will define several events as emergencies, including but not limited to, weather conditions, personnel shortages, and the like. These emergency situations may be of short-or long-term duration. In such emergency situations, the City of Venus reserves the right to require any and all employees to be available for work assignments to maintain the essential functions of the City.

Employees called back to work in emergencies shall be compensated in accordance with established overtime and recall policies.

Section 4-07: Overtime and Compensatory Time

Effective Date: 08/07/17

Overtime, when ordered for the maintenance of essential City functions as determined by the City Administrator/Manager, shall be allocated as uniformly as possible among all eligible employees. Eligible employees, those qualified to do the work, will be paid in accordance with the Fair Labor Standards Act (FLSA) 29 C.F.R. § 785.47. Department Heads are responsible for exercising adequate supervision to ensure that employees are complying with established work schedules. All overtime and comp-time hours must be approved in advance by a supervisor or City Administrator/Manager. Failure to obtain permission in advance may result in disciplinary action.

(Police employees required to work beyond their normally scheduled hours related to official police duties are exempt from this advanced approval requirement.)

ELIGIBILITY

Overtime or compensatory time will be paid to full-time (40 hours/week), non-exempt employees for hours worked in excess of the regular scheduled forty (40) hour work week or work cycle. Non-Exempt police officers will receive overtime or compensatory time for hours worked in excess of the regular scheduled eighty (80) hour work period. The use of compensatory time is permitted in order to offset overtime hours worked, as stipulated by the Fair Labor Standards Act.

Non-exempt Employees

Non-exempt personnel may, with authorization from the Department Head or City

Administrator/Manager, accrue compensatory time in lieu of overtime pay. Compensatory time is accrued at the rate of one and one-half (1-1/2) times the hours worked; one hour overtime work (hours in excess of the normal work schedule) will accrue one and one-half (1-1/2) hours of compensatory time.

Non-exempt personnel may, with authorization from the Department Head or City Administrator/Manager, accrue compensatory time in lieu of overtime pay. Compensatory time is accrued at the rate of one and one-half (1-1/2) times the hours worked; one hour overtime work (hours in excess of the normal work schedule) will accrue one and one-half (1-1/2) hours of compensatory time.

Maximum accrual of compensatory time permitted is eighty (80) hours.

Employees may take compensatory time off within a reasonable period following their requests. Compensatory time off must not unduly disrupt departmental operations and must have been granted prior supervisory approval.

All overtime (authorized or unauthorized) worked by nonexempt employees must be compensated according to the Fair Labor Standards Act. Employees working outside the regular work schedule without prior supervisor authorization may be subject to disciplinary action.

Department heads/division managers are responsible for current, accurate compensatory time records for their employees. Employees disagreeing with these records may file disagreements in accordance with the employee grievance procedure.

Non-exempt employees shall be paid for accumulated, unused compensatory time upon termination, regardless of the reason for termination. Compensatory time shall be paid at the employee's rate of pay at termination.

Exempt Employees

Exempt employees shall use vacation and sick leave for absences in excess of a full workday and record as such on a leave request form and in the electronic time clock system.

Due to the obligations for exempt employees to attend after hour meetings and work on projects outside of regular work hours, an exempt employee's immediate supervisor has the discretion to approve an exempt employee to use exempt time off for up to one work day in a workweek without deducting any vacation leave.

Use of any "exempt time" off will be documented in the electronic time clock system.

Use of any "exempt time" must be done with prior approval of the employee's immediate supervisor.

Section 4-08: Meal/Break Periods

Effective Date: 08/07/17

- A. 30-minute to 1-hour allowance for a meal break is customarily granted to regular full-time employees. This meal period is not considered hours worked if employees are

completely relieved of their work duties. Being required to carry a work telephone is not considered work time.

- B. Two paid 15-minute breaks are allowed during the course of an eight (8) hour shift.

Section 4-09: On-Call Duty

Effective Date: 08/07/17

- A. Eligibility – Employees designated by their supervisors to serve on-call for a specific period of time.
- B. Minimum call-back time
 - 1. Whenever non-exempt employees are physically called back to work after their shift has ended, they will be paid for two (2) hours, or actual time worked whichever is greater. Actual time worked will be compensated fifteen (15) minutes home to work; and fifteen (15) minutes work to home.
 - 2. Non-exempt employees will only be paid overtime or receive compensatory time for hours worked in excess of forty (40) hours per work week, or eighty (80) hours per pay period for sworn police personnel
 - 3. Non-exempt employees who do not have a City vehicle or car allowance will be eligible for mileage reimbursement when they respond in their personal vehicle.
- C. Work performed Outside of Designated Work Hours
 - 1. Non-exempt employees who respond to telephone calls, emails, and/or text messages outside of scheduled work hours (regardless of whether or not the employee is “on-call” as defined above) are required to track such responses on a Call Log.
 - 2. Submission of the Call Log to the employee’s supervisor is required to be compensated for such time. If the employee does not turn in a form at the end of the pay period, it is assumed that the employee did not perform any work outside of designated work hours.
 - 3. The total combined time of such responses at the end of the seven-day work period will be rounded up to the next 15-minute increment (15 or less rounds up to 15 minutes, 16-30 minutes rounds up to 30 minutes, etc...)

Section 4-10: Flex Time

Effective Date: 08/07/17

Purpose: To establish the procedures and regulations for implementing flextime within a department.

- A. Department Heads may allow an hourly non-exempt employee to “flex time” on a temporary basis, such as for a day or periodically due to absence, training or toher reasonable need that occurred in that same work week, in order to reduce overtime and/or to save leave time so long as:
 - 1. Time flexed off is done in the same 40-hour work week or 80-hour work period in which the need to flex time arose (i.e. when the employee was sick, had training, etc..)
 - 2. Flex time may not be “accrued” to be used at another time prior to or following the work week in which the need occurred.

3. The ability to flex time is not guaranteed. Departments may revoke the privilege of flexing time if an individual evidences a pattern of misuse of leave or results in disruption to the work schedule, shift, etc...

Section 4-11: Longevity Pay

Effective Date: 08/07/17

A. All regular full-time employees of the City, including the City Administrator, City Secretary and Police Chief shall receive longevity pay as based on tenure with the City as outlined below.

Longevity Pay Schedule		
Tenure	Base Pay	Per Month Employed
Less than 1 year	\$50	0
1-5 years	\$100	\$2
6-10	\$100	\$3
11+	\$150	\$4

- B. Longevity Pay will be paid on the first paycheck in December.
- C. Longevity Pay shall not be included in the employee's regular rate of pay for computing the overtime pay rate.

Section 4-12: Advance Pay

Effective Date: 08/07/17

No full or partial advance payment of wages shall be made to any employee.

Section 4-13: Separation Pay

Effective Date: 08/07/17

Employees who leave the service of the City, regardless of reason for separation, shall receive all pay that is due to them in accordance with Chapter 9.

- A. The final compensation check for a self-terminating employee will be issued no later than the next regularly scheduled payday. The final compensation check for an employee who has been involuntarily terminated will be issued no later than the sixth (6th) regular working day following termination;
 1. Eligible employees will be paid for any hours worked, including any overtime compensation due to him or her;
 2. No vacation leave will be paid to any employee who:
 - a. does not give the two weeks in advance written notice and/or,
 - b. who separates employment under sections 8.02 or 8.08 and/or,
 - c. who resigns while under any investigation (whether Criminal or Administrative) and/or,
 - d. who has served less than 12 continuous months of service.
 3. Unused/Accrued sick time is not paid upon separation of employment;

- B. Any indebtedness to the City which the employee might have incurred shall be deducted from their final paycheck and all City equipment and property must be returned before the final compensation check is released;
- C. Separation pay may also be delayed due to any pending investigation of an employee.
- D. If any employee dies while employed by the City, the City shall pay their designated beneficiary any unpaid pay, unused vacation time and accumulated benefits.

Section 4-14: Severance Pay

Effective Date: 08/07/17

Department Heads may qualify for severance pay. The exact amount may be negotiated between the employee and the City Council..

Chapter 5

ABSENCES AND LEAVE

Section 5-01: Holidays

Effective Date: 1/08/2023

- A. Full-time employees will be granted 80 hours of holiday leave on January 1st of each year.
- B. The City Administrator is responsible for providing a holiday schedule by October 1st of each year for the following year so employees, the public, and council will be aware of which days will be recognized as official City Holidays. The schedule shall be posted in a fitting place on the City's website and communicated to employees and council members by email.
- C. Employees who start work after January 1st will be credited holiday hours in the amount necessary to take off any official City Holidays remaining in the calendar year after their start date.
- D. The City Council may declare special holidays in addition to these. If this occurs, they will be taken according to established procedures. Only full-time regular employees are entitled to receive the benefit of holiday pay.
- E. Depending on the employees' regular required work schedule, a combination of holiday leave, and other accrued time may be used.
- F. It is the City's intent for employees to be off on City approved holidays. However, due to operational needs, certain employees may be required to work. Holiday leave off will be based on Department need and Department Head approval.
- G. Employees scheduled to work on holidays will be scheduled for another day off as requested and approved by the department.
 - 1. In this case only, holidays may be banked for up to one year in a rolling calendar.
 - 2. It is the responsibility of the employee to ensure that they have requested the time necessary to use their holidays well in advance of the holiday expiring. Supervisors should make full faith efforts to assist employees in utilizing their holiday hours in a timely manner.
- H. Holidays in Conjunction with other leave types:
 - 1. An employee shall not receive holiday pay if they are absent without authorization or uses Sick Leave on the holiday or the working day immediately preceding or following a holiday(s) without providing a doctor's note.
 - 2. An employee who schedules time off in advance to be taken in conjunction with the holiday with the approval of Department Head or their designee will be paid for the Holiday(s).

Section 5-02: Vacation

Effective Date: 08/07/17

- A. Paid vacation leave is provided as a benefit of employment. Vacation leave may also be used for personal business, extension of Holiday, Sick Leave, or any purpose determined by

the employee. Accrued vacation leave will be substituted for the unpaid leave. The Department Head and/or City Administrator/Manager must approve scheduled Vacation Leave.

Tenure	Monthly Accrued Hours	Annual Hours Accrued	Annual Hourly Cap
0-7 years	6.67	80 hours	160
8-11 years	10	120 hours	200
12+ years	13.34	160 hours	220

B. All regular full-time employees shall start accruing vacation leave time from hire date.

1. To accrue vacation leave time for the month, the employee must be hired on or before the 15th day of the month and be in active pay status for at least half the month.

2. Vacation leave time will be considered accrued on the 15th of each month for inactive status and separation calculations.

C. Vacation leave is available for use after 90 days (three months) of continuous employment.

D. Unused vacation hours may be carried over from the previous year. Total vacation hour caps are outlined in chart above.

E. Regular full-time employees are required to use forty (40) hours of vacation leave time per calendar year starting with their second year of employment. Employees not using the required amount of vacation leave by the end of the calendar year will forfeit the amount of time necessary to equal 40 hours.

F. Part-time employees are not eligible for vacation leave.

G. Employees shall submit vacation requests through the method established by their department.

1. Department Heads or their designee shall approve or deny vacation requests based upon minimal staffing requirements.

2. Management reserves the right to approve or deny unscheduled vacation time and has the discretion to require the employee's attendance at work.

H. Vacation leave must be taken in increments of one (1) hours or more.

I. Vacation leave shall not be advanced.

J. Vacation leave shall not be transferred from one employee to another.

Employees that submit their request within less than 48 hours may be denied their request.

K. Vacation leave may not be used repetitively to adjust one's permanent work schedule/shift.

L. If a paid holiday falls within an employee's approved vacation period, the employee will not

be charged a vacation day for the holiday.

- M. Employees shall not be allowed to take in excess of ten (10) consecutive vacation days without the prior written approval of the Department Head and City Manager/Administrator.
- N. If an employee becomes ill while using vacation leave, vacation leave may be converted to sick leave. The presentation of a licensed physicians' written statement will be required.
- O. Vacation leave may not be used by any employee who is unable to work and is receiving full workers' compensation benefits.
- P. Leave records shall be maintained by the City Secretary. It is the Department Head's responsibility to keep employee's records updated with the City Secretary's office.

Separation Pay is addressed in Chapter 9: Voluntary and Involuntary Separations.

Section 5-03: Sick Leave

Effective Date: 08/07/17

1. Sick Leave

All full-time employees are eligible to receive sick leave in accordance with the following guidelines:

- A. Sick leave may be used in the following circumstances: absence due to illness, injury, legal quarantine, or routine health care appointments which cannot be scheduled outside of the employee's working hours for the employee, the child, parent, or spouse of the employee which requires the employee's presence and precludes the employee's presence at the work location.
- B. Regular full-time employees will accrue 6.67 hours per month, upon employment with the City of Venus. Accrued sick leave is available for use after 30 days of continuous employment.
- C. Sick leave may be taken in 1 hour increments.
- D. All sick leave may be carried over each year with a maximum accrual cap of based on tenure, as follows:

Completed Years of Service	Maximum Accrual
0 - 10	480
11 – 20	560
21 or more	640

- E. There will be no compensation for unused sick leave time upon termination or retirement.
- F. Abuse or misuse of sick leave may result in disciplinary action up to and including termination.
- G. Sick leave may not be taken consecutively with holidays or vacation time to extend time off.

- H. Employees who are absent for three (3) or more consecutive days will be required to provide a doctor's note to their Department Head.
- I. Notice of employee absence due to a non- job-related injury or illness must be provided daily to his/her Department Head no later than one (1) hour prior to the beginning of the employee's work shift. Failure to do so may cause the employee's absence to be charged to leave without pay. Department Heads shall take emergency situations which might prevent compliance with the provisions of this paragraph, into consideration.
- J. Notice of employee absence due to a job-related injury must be made immediately to the Department Head, who will notify the City Manager/Administrator as soon as possible.
- K. All full-time, employees must notify their Department Head if they will be out for an extended period of time.
 - 1. The City of Venus may request or obtain verification of the circumstances surrounding any extended leave request.
 - 2. A doctor's release may be required before an employee may return to work.
- L. Department Heads are authorized to undertake any investigations of sick leave claimed by an employee, which they may deem necessary, or to disapprove any claims not properly substantiated.
- M. An employee who has been absent because of illness or injury may be required to submit to an examination by a City approved licensed physician or health care provider at the City's expense in order to return to work. In such cases, the employee may return to work upon approval of the City's examining physician or the health care provider. Authorization for disclosure of all reports to the City, including contacting and discussing health-related issues with the City's physician or health care provider, shall be a condition of continued employment with the City. The City also may require employees to return to a physician or health care provider for additional evaluation or information.
- N. An employee who is released by an examining physician to return to regular duty and refuses to report for work or perform his assigned duties is subject to disciplinary action, up to and including termination.
- O. Sick leave may not be taken by any employee who is unable to work and is receiving full workers' compensation benefits.
- P. An employee on disciplinary probation or suspension forfeits all claims to use sick leave for the duration of the disciplinary suspension.

Section 5-04: Bereavement Leave

Effective Date: 08/07/17

Bereavement leave with pay will be allowed to each full-time employee in cases of death of

family members. Uses of this leave may include making funeral arrangements and attending funeral services, including travel time.

The following are considered family members for the purpose of this policy:

<u>Immediate Family</u>	<u>Extended Family</u>	<u>Other Family</u>
Husband	Brother	Uncle
Wife	Sister	Aunt
Son	Step Grandchild	Nephew
Daughter	Father-in-law	Niece
Step Child	Mother-in-law	Cousin
Mother	Brother-in-law	Grandfather-in-law
Father	Sister-in-law	Grandmother-in-law
	Son-in-law	Step-grandparent
	Daughter-in-law	
	Grandparent	
	Grandchild	
	Step-parent	

- A. For each instance of death in the family all full-time employees may be granted leave by their department head, not to exceed five (5) paid work days for “immediate family”; three (3) paid work days for “extended family”; or one (1) day for “other family”. The five-day and three-day length is at the option of the department head; it is not automatic. It is assumed that one day is needed to attend funeral services; however, more days may be necessary if funeral planning or travel is involved.
- B. Employees may request compensatory time or vacation time to attend the funeral of individuals not covered in this policy.
- C. Employees on an unpaid leave status or disciplinary suspension will not receive bereavement leave pay.
- D. Bereavement leave benefits will not be paid for the same time an employee receives holiday pay, sick leave pay, vacation time pay, or any other paid leave benefit.
- E. Employees may be required to provide proof of death/funeral/family relationship to support bereavement leave.
- F. Bereavement leave is paid at the employee’s base rate at the time of the absence. It is not counted as hours worked for the purposes of calculating overtime.
- G. Employees who wish to take bereavement leave must submit the request to their department head/supervisor immediately.
- H. No more than five (5) working days may be used for bereavement leave within a calendar year. If an employee’s bereavement leave has been exhausted, he/she may use accrued sick leave, vacation leave or leave without pay.
- I. Department Head/Supervisor may deny bereavement leave requests if it appears this privilege is being abused or misused by the employee.

Section 5-05: Administrative Leave with Pay**Effective Date: 08/07/17**

1. **Elections:** Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted leave without loss of pay or benefits to exercise this right if the polls are not open for voting for two consecutive hours outside of the voter's work hours. Evidence of voter registration and voting may be required by the supervisor.
2. **Jury/Court Duty:** Employees who are required by due process of law to render jury service or court service will be expected to perform these duties and will be paid in full for days in which they are in court. Court service does not apply to personal court dates.
3. **Official Business:** The City Administrator/Manager may grant an employee administrative leave with pay for purposes of coordinating with governmental and private agencies and entities in the interest of the City.
4. **Hazardous Weather Conditions:** Employees are expected to arrive at work each day prior to commencement of the workday, regardless of weather conditions. An employee who fails to report to work for scheduled work hours during hazardous weather conditions, such as icy roads, must use accrued leave or unpaid time off for the time missed.
5. If the Mayor and/or the City Administrator/Manager declares the administrative offices officially closed due to bad weather, administrative and clerical employees will be excused for that time without penalty or loss of pay. Overtime pay in a work week with a hazardous weather closure will be determined by the City Administrator/Manager, Human Resources, and Department Head and on a case by case basis. Each Department Head will designate emergency service personnel who are required to be on the job regardless of weather conditions. In the event the Mayor and/or City Administrator/Manager declares the administrative offices closed, area radio and television stations will be advised of the closing. Non-emergency personnel will either be notified by their immediate supervisor whether or not to report to work or if there is a delayed opening. Unless a supervisor notifies the employee to stay at home employees are expected to report for work as normal.
(Emergency service personnel will receive compensatory time to be used at a later date when non-emergency personnel are excused for bad weather.)

Section 5-06: Military Leave**Effective Date: 08/07/17**

It is the position of the City of Venus to be compliant with all Federal and State laws regarding the use of military leave.

1. Eligibility and Procedures:

All full and part time regular employees who are actively participating in the United States Reserves or National/State Guard are eligible to use military leave in accordance with the following:

- A. There is no accrual of military leave. Up to fifteen (15) paid days, per calendar year, of military leave is available for use as required by Law.
- B. Unused military leave time will not be paid out at the time of separation.
- C. An employee wishing to use military leave will submit a written request for leave and a copy of written orders to their supervisor as soon as possible after notification of or

volunteering for duty.

- i. While the City requires written notice of military leave request it does recognize that an occasion may arise where advance notice is not possible. When this occurs, upon return to work, the employee will be required to submit either a copy of official orders or another form of official documentation for the time period away from work.
 - ii. The supervisor may seek verification of any military leave used.
- D. Once a request for leave has been received the supervisor will complete a status change/payroll form indicating the length of the leave. The supervisor will also forward a copy of the request and the military orders to the employee's official file and notify the City Administrator/Manager of the leave.
- E. The City has no obligation to pay an employee on military leave for training days that occur on a regular day off or outside of work time.
- F. All employees using military leave should make arrangements for the disbursement of any pay received from the City during their absence. This is the responsibility of the employee and no funds will be released without the proper authorization.

2. Military Leave – 15 Days or Less

Employees will receive pay at their normal base rate for up to fifteen (15) work days in a calendar year.

3. Extended Military Leave – 16 Days or More

- A. All leave days beyond the fifteen (15) may be paid, at the employee's discretion, using Holiday, Compensatory, or Vacation time.
- B. Accrued sick leave may not be substituted.
- C. The employee may also choose to take the remaining duty days as unpaid.
- D. All leave accruals based on job performance cease.

4. Misuse/Misrepresentation

Misuse or misrepresentation of the use of military leave is a serious offense and will be handled through the disciplinary process. This includes not returning to work on the next regularly scheduled work day/shift after completion of any military leave.

Filing of false military documents or orders for the purpose of receiving military leave is also a serious military offense and is covered under the Uniform Code of Military Justice (UCMJ). The City takes the position that if any such documents are discovered the offense will be reported to the appropriate unit or command authority and internal investigations completed.

5. Uniformed Services Employment And Reemployment Rights Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who perform duty, voluntarily or involuntarily, in the “uniformed services.” USERRA also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services.

Those that served have the right to be reemployed if they left to perform service in the uniformed service and meet these requirements:

- A. The employee must have been absent from a civilian job on account of service in the uniformed services;
- B. The employee must have given advance notice to the employer that he or she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- C. The cumulative period of military service with the City of Venus must not have exceeded five years;
- D. The employee must not have been released from service under dishonorable or other punitive conditions; and
- E. The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

If eligible to be reemployed, the employee must be restored to the job and benefits they would have attained if they had not been absent due to military service or, in some cases, a comparable job.

6. Health Insurance Protection

If a City employee leaves their job to perform military service, they have the right to elect to continue their existing employer-based health plan coverage for themselves and their dependents for up to twenty-four (24) months at their own expense while in the military. Even if they do not elect to continue coverage during their military service, they have the right to be reinstated in the City's health plan if and when reemployed, generally without any waiting periods or exclusions except for service-connected illnesses or injuries.

7. Enforcement

The U.S. Department of Labor, Veterans Employment, and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA- DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

Section 5-07: Family Medical Leave

Effective Date: 08/07/17

As a public agency, the City of Venus shall comply with the Family Medical Leave Act of 1993 (the “Act”), as amended, as required by law. All “eligible employees,” as that term is defined by the Act, shall be treated in accordance with the Act. All other employees shall follow the policies below. Employees should consult their Supervisor/Department head or the Human

Resources Manager to discuss all options.

Section 5-08: Authorized Leave without Pay

Effective Date: 08/07/17

A leave of absence may be granted at the discretion of the City Administrator/Manager. Such factors, including but not limited to, length of time away from the job, reason for, and urgency of the request, and length of service with the City, will be taken into consideration by the City Administrator/Manager.

1. Eligibility

Leave without pay is granted as a matter of administrative discretion. No employee may demand leave without pay as a matter of right, but it may be granted to any full-time employee.

An employee may be granted leave without pay, when all other forms of leave such as vacation, compensatory time off, holiday, and sick leave have been exhausted. If the leave is not medical in nature, then accrued sick leave is not an available option.

Leave without pay may be considered for the following reasons:

- A. To participate in training that would result in increased job ability.
- B. To achieve an educational level necessary for advancement in the City.
- C. To perform a service that will contribute to the public welfare.
- D. To recover from an illness or disability, not believed to be of a permanent or disqualifying nature, for which sick leave and wage supplementation benefits have been exhausted or are not available.
- E. When return to work would threaten the health of others.
- F. To provide necessary care for a family member who is ill or is incapacitated.
- G. For an excused absence during the initial employment period.
- H. For an excused, but non-compensable, absence of less than a day.
- I. To permit vacation.
- J. To perform duties in the military service as authorized under Section 05-06 and administrative directives established pursuant to that section.
- K. To take family leave.

In circumstances not falling within other provisions of these rules, the City Administrator/Manager may authorize an employee to take leave without pay under mutually agreeable terms and conditions. Employees taking leave without pay shall not lose or gain seniority. The position of any City employee who is on leave without pay may be filled.

A full-time employee may be granted a leave of absence without pay by the City Manager/Administrator for a period not to exceed six (6) months. While on leave of absence, an

employee shall remain eligible for health insurance benefits; however, the total cost of such health insurance, dependent insurance coverage and supplemental benefits must be paid by the employee during such leave. All requests for leave of absence must be approved by the City Manager/Administrator.

At the expiration of the leave of absence term, the employee may be allowed to return to his former job with the City or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

2. Allowable length of leave

The City Administrator/Manager may authorize leave without pay for a period not to exceed six (6) months. Note: leave without pay for Military Service is governed under Section 5-06.

3. Accrued leave

An employee granted leave without pay forfeits use and accrual of sick leave, vacation leave, holiday leave, bereavement leave, court leave, except to the extent that leave without pay is authorized under federal or state law.

4. Termination

An employee granted leave without pay must physically return to work to retrieve sick credit, but will be paid any vacation and/or comp-time leave balance due if employment terminates under the terms of the City Separation Pay Policy in Section 9.

Section 5-08: Absence without Leave

Effective Date: 08/07/17

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization or excuse shall be considered absent without leave, which constitutes abandonment of duties, and shall not be paid for the time involved.

Absence for twenty-four (24) hours without proper notification or without satisfactory reason shall be considered job abandonment and shall serve as notice of resignation by the employee.

The employee shall be ineligible for payment of accumulated leave.

Chapter 6

EMPLOYEE CONDUCT

Section 6-01: Attendance/Time-Clock and Time-Sheets

Effective Date: 08/07/17

All employees are expected to be regular in attendance and report to work as scheduled and work their scheduled hours and overtime, if necessary. Employees shall be at their place of work in accordance with City and departmental policies and regulations. In general, the City's business hours are from 8:30 a.m. to 5:30 p.m., Monday through Friday. Department heads shall establish work schedules and maintain daily employee attendance records. All non-exempt employees are expected to clock in and out to document their time worked. All non-exempt employees are expected to submit their signed time sheet to their supervisor for approval and submission to the City Secretary the Tuesday prior to payday. The Human Resources Department will maintain annual employee attendance records.

- A. The City of Venus utilizes an electronic time-clock system whereby each employee must punch-in and out utilizing a key fob, personalized key code, or fingerprint entered at the clock pad site. This system will be used by all city employees both exempt and non-exempt.

Section 6-02: Work Standards

Effective Date: 08/07/17

Department Heads shall establish work schedules and maintain daily employee attendance records. Supervisors are expected to approve employee's time sheets by the Tuesday prior to payday. The Human Resources Department will maintain annual employee attendance records. Employees while on duty are at all times individually responsible for conducting themselves in a professional and ethical manner and for treating coworkers and members of the public with respect and dignity. The intent of this policy is to make a clear statement that unprofessional and abusive behavior will not be tolerated in the workplace. In addition to the provisions in these policies, employees are responsible for complying with any other federal and state laws or regulations or local ordinances governing their conduct.

The City maintains a Drug-Free workplace has a "no tolerance" policy, whereby employees who test positive as a result of drug or alcohol testing, or who refuse to submit to a drug or alcohol test, shall be terminated. Employees who are terminated as a result of testing positive for drugs or alcohol or refusing to submit to a drug or alcohol test shall not be considered for re-employment with the City.

For the purposes of this section, the term "drug" includes alcohol, prescription drugs when not taken as directed by the employee's doctor, illegal inhalants, and illegal drugs.

Employee Drug Testing: All employees of the City of Venus are subject to drug and/or alcohol testing.

1. Pre-employment drug and alcohol testing shall be conducted before applicants are hired.
2. Post-motor vehicle accident alcohol and drug tests may be conducted on all employees as soon as practical following an accident.
3. Alcohol and drug testing shall also be conducted when the City

Administrator/Manager or his designee believes reasonable suspicion exists based upon observed behavior, speech, appearance, or body odors, as reported, or personally observed by a supervisor or Department Head that may be characteristic of misuse of drugs or alcohol. Drug and alcohol testing shall occur as soon as practical following the discovery of the problem.

Grounds for immediate dismissal of an employee may include, but are not limited to:

1. Use of intoxicants while on duty, or reporting for duty while under the influence of intoxicants;
2. Abuse of a controlled substance while on duty, or reporting for duty while under the influence of a controlled substance;
3. Unauthorized possession of firearms, explosives, or any prohibited weapons at any time, on any City property and in City vehicles (excluding firearms securely stored in employees' personal vehicles parked on a City parking lot), while on City property in the capacity of an employee, such as preparing for or performing job duties on behalf of the City;
4. Conviction of a felony (a plea of Nolo Contendere will be considered a conviction for the purpose of this section); or crimes involving moral turpitude which would include, but not be limited to, such misdemeanors as public intoxication and disorderly conduct;
5. Absence without leave for three consecutive working days or more, with or without notice by the employee, or absence for any reason, medical or otherwise, for twelve (12) weeks or more as long as such circumstances comply with applicable laws;
6. Insubordination or refusal to obey a just order, including, but not limited to, neglect of duty, refusal, or failure to obey orders or instructions in the line of duty, public disrespect displayed toward a supervisor or the City while performing work for the City and abusive language to any supervisor;
7. Fighting, threat of violence or any unnecessary abruption in the workplace;
8. Willful or reckless misuse, destruction, theft, or conversion of City property, whether on or off duty, including, but not limited to, destruction, misappropriation, or removal of City property (including files and work documents) or the property of employees, clients, or customers;
9. Falsification of official documents or records;
10. Repeated or habitual absenteeism or tardiness;
11. Substandard performance, inability, or unwillingness to perform the duties of the position;
12. Misconduct or mismanagement of a position of employment by action or inaction, neglect that jeopardizes the life or property of another, intentional wrongdoing, intentional violation of a law or violation of a policy or rule adopted to ensure the orderly work and

safety of employees;

13. Engaging in activities other than assigned work during working hours and/or while operating city equipment, without advance approval by the employee's supervisor;
14. Use of City property or time for personal financial gain;
15. Failure to report occupational injuries or accidents promptly to the employee's supervisor, including motor vehicle accidents in a City vehicle;
16. Violation of the ordinances of the City of Venus or of these rules;
17. Non-compliance with any written or established departmental policy; or
18. Any reason or no reason as deemed appropriate by the City Administrator/Manager.

The City of Venus will make every effort to establish a positive working climate in which employees may function. Management must maintain efficiency within its operations and must determine the methods by which functional areas accomplish their objectives. Management also must schedule work events and employees to accomplish its mission.

It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in their work for the City. Employees are expected to conduct their personal business in such a manner as to cause little interference with individual or group work performance. This includes personal visits of friends and relatives, phone calls, and requests for absence from work for personal, financial, medical, or other reasons. If work habits, attitude, production, and or personal conduct of an employee become a problem, supervisors should take appropriate action at that time.

Paid time off may be provided to conduct personnel-related business such as Workers' Compensation claims, promotion and transfer applications, discrimination complaints, grievances, and insurance claims. This may be accomplished during working hours, with knowledge and approval of the employee's supervisor.

Section 6-03: Political Activities

Effective Date: 08/07/17

Employees may not use their position as a City of Venus employee to actively campaign for or against political issues or candidates.

If any employee of the City shall become a candidate for nomination or election to any elective public office for the City of Venus, then that employee shall immediately forfeit his or her place or position with the City.

Under no circumstances will any City employee be allowed to campaign for any candidate, even themselves, during normal work hours or at any City of Venus place of work, whether they are off duty at the time. Nor will any employee be allowed to represent themselves, using their City employment, title, uniform, or authority as supporting any candidate for political office. Violation of this provision will be sufficient grounds for disciplinary action up to and

including termination.

Section 6-04: Solicitation

Effective Date: 08/07/17

Employees may not solicit other employees or citizens while working. “Working” is all times when an employee is engaged in work tasks, but does not include an employee’s own time such as lunch breaks, scheduled breaks, and before/after work. In addition, solicitation for goods or services at counters or any location where customers are present is prohibited.

In some instances, the City may consider the collection of money for particular causes or collecting money for gifts for special events as appropriate. Such approval must be granted by the Department Head or the City Administrator/Manager. No employee shall be required to make any contribution or shall be penalized or rewarded in any way in connection with their employment according to their response to the solicitation.

The City of Venus does not allow employees to distribute advertising materials, handbills, printed or written literature of any kind in work locations. The City of Venus does not allow employees to engage in personal commerce of any kind while on the job or during working hours. The City does not promote, encourage, or endorse private business relationships or arrangements between City of Venus employees. City bulletin boards are provided for promoting items of public interest to the citizens of Venus. City management reserves the right to remove any literature deemed to be inappropriate at any time.

Section 6-05: Outside Employment

Effective Date: 08/07/17

All City employees are prohibited from engaging in other employment, which would interfere with the performance of their City duties and are prohibited from engaging in other employment, which would represent a conflict of interest

Section 6-06: Physical Fitness

Effective Date: 08/07/17

Each employee is responsible for maintaining the standards of physical and mental health required to perform the essential functions of their position, with or without reasonable accommodation. An employee may be required to take a physical exam at any time to confirm that they meet the physical qualifications determined to be essential functions of their job. The employee’s Department Head will review each situation on a case-by-case basis.

Department Heads may require periodic special examinations to qualify for continued employment in the specific job classification.

A City designated physician will perform the physical examination. The City will pay for the examination. Correction or treatment of conditions diagnosed during these examinations will be the employee’s responsibility and may be covered by insurance benefits provided through the City’s employee health coverage.

The City reserves the right to require drug testing under specific circumstances in light of its public service/public safety mission.

The City may also require a physical examination by its physician before authorizing an employee to return to work following either an on-the-job or an off-the-job injury.

The City encourages employees to maintain a healthy lifestyle. The City provides assistance to employees and eligible family members by offering health and wellness benefits. This assistance will be provided and expanded as budget constraints allow.

Section 6-07: Dress Code/Appearance

Effective Date: 08/07/17

General Guidelines: Dress, grooming, and personal cleanliness are vital to the City's image as well as the morale of its employees. All employees are expected to present a clean and neat appearance and to dress in a professional manner while on City premises and/or while conducting City business. Reporting to work in a clean and professional manner helps the City to present a positive and professional public image. Employees are expected to dress appropriately for their job and the nature of the work performed. All employees, at a minimum, must adhere to the following guidelines (excluding public works, police, and fire):

Men:

- Slacks or dress type trousers, long or short sleeve shirts with collars or dress shirts with appropriate shoes or boots.

Women:

- Dresses, skirts, or slacks and blouses, and appropriate footwear. Generally:

- No hats, shorts, jeans with holes, and no t-shirts.
- For administrative personnel, Friday shall be a standing casual day, allowing employees the freedom to wear blue jeans and collared shirts that are appropriate for a professional business setting.
- Appropriate t-shirts demonstrating support for a city, school, or community event may be worn on Friday with approval of the City Administrator/Manager.
- The City Administrator/Manager may declare a casual day at any time.

Employees who work at City Hall, as well as other City employees who routinely have citizen and other third party contact, must also abide by the following:

1. No visible tattoos. Employees who have tattoos must keep them covered with a shirt, pants, skirt, socks, hosiery, or other clothing. (This provision may be waived by the City Manager/Administrator).
2. No facial or mouth jewelry shall be worn. Women are permitted to wear a single or double earring in each earlobe provided the earring is not otherwise unprofessional in appearance. Men may not wear earrings.
3. Mustaches must be kept clean and neatly trimmed and/or within department guidelines.
4. Hairstyles and hair colors must be appropriate to the employee's position.

In all cases, the City will make the determination as to what is acceptable dress and grooming. Normally, the Department Head will determine appropriateness; however, the City Administrator/Manager has final determination. If there are any questions about the dress code, employees should ask their supervisor or Department Head.

Anyone who is not appropriately groomed or who dresses in violation of the policy will be sent

home. Under such circumstances, non-exempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming and/or personal appearance violates this policy may be disciplined, up to and including termination of employment.

Section 6-08: Use of Music and Portable Devices

Effective Date: 08/07/17

The City permits employees portable music devices at work. However, it expects employees to adhere to the following guidelines to ensure their proper and safe use.

Employees may listen to music in their work area or office as long as the volume level is kept low so that it does not block out voices or disturb co-workers. Use of headphones is prohibited unless utilizing the portable music device for training or in the course of City business.

Music that is found to be racial, offensive, distracting, or inappropriate to the work environment is prohibited. If a supervisor determines that an employee is distracted due to music in the office or work environment, the supervisor is given authority to prohibit this privilege for such employee.

Employees who abuse this privilege will be prohibited from listening to portable music devices during working hours. Use will be restricted to breaks and lunch hours.

Employees are prohibited from walking around the office, attending internal meetings, or meeting with clients while listening to a portable music device or wearing headphones in their ears.

When discussing work-related matters with a manager, supervisor, or any other employee of the City, no matter how brief the exchange is, employees must make every effort to insure that the volume level is not distracting and at a professional level.

Use of the City's computers to download music is strictly prohibited.

Unauthorized employees are strictly prohibited from downloading onto their phone or other portable device any confidential or proprietary information from City computers.

Section 6-09: Financial Obligations

Effective Date: 08/07/17

Failure to pay just debts, including taxes, may constitute grounds for disciplinary action if job performance is impeded.

Section 6-10: Conflict of Interest/Gifts

Effective Date: 08/07/17

Employees should be careful not to become involved in any conflict of interest involving their position and any non-City of Venus activities. Conflicts of interest are often difficult to determine. If an employee believes an outside job, business association or any other activity might create a conflict of interest the employee should discuss the issue with their supervisor/manager and/or the City Administrator/Manager prior to undertaking the activity.

No City of Venus employee shall accept or solicit any gift, favor, service, or thing of value that might reasonably tend to influence that individual in the performance of official duties or that

the official or employee knows or should know has been offered with the intent to influence or reward official conduct. However, this prohibition does not apply to the acceptance of a non-monetary gift with a value of no more than fifty dollars (\$50.00), products or items to be used in an officially recognized activity of the City of Venus or department sponsored services. Also, personal gifts, including but not limited to, gifts given by co-workers in recognition of special milestones in an employee's life are not improper. Employees are not to accept gifts from persons, entities, organization, or corporations doing business with the City.

Section 6-11: Professional Decorum

Effective Date: 08/07/17

The attitude and demeanor of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City administration and its programs and policies. Employees should be mindful that perception can supersede reality and they should avoid anything that gives the appearance of improper conduct.

The actions of one employee impact the credibility of all other employees either in a positive or negative manner. Employees should always strive to conduct themselves in a positive manner. If an employee is uncomfortable with any decision or contemplated action, he/she should seek guidance regarding the propriety of the action. Similarly, if employees become aware of known or suspected wrongdoing on the part of another employee they should report that action or activity to their supervisor/manager, the Human Resources Department, or the City Administrator/Manager immediately.

Section 6-12: Harassment Prevention

Effective Date: 08/07/17

The City of Venus is committed to promoting an environment that is free of harassment and requires all employees to complete a designated training course on harassment. The City recognizes that harassment based on sex, sexual orientation, race, color, religion, national origin, age, and disability, is a violation of federal and state laws. The City maintains a strict policy that any harassment, whether sexual, racial, ethnic, or religious in nature, is not acceptable and will not be tolerated; and the City assures all employees who make complaints of harassment or provide information related to such complaints that their allegations will remain confidential to the extent possible, and they will be protected against retaliation. Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, or injure another.

Employees who engage in such conduct while on duty or on City premises will be subject to immediate discipline. While on duty or on City premises, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic, or other means of communication threaten or intimidate coworkers or members of the public; employees shall not physically endanger, intimidate, or injure coworkers or members of the public.

Employees are prohibited from engaging in behavior that is considered offensive by another individual or has an intimidating effect upon another individual.

Each supervisor is responsible for maintaining their workplace free of sexual, racial, ethnic and religious harassment or harassment directed towards one's disability or age status. This

duty includes discussing and enforcing this policy and procedure with all employees.

1. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a harassing nature. Such conduct violates Title VII of the Civil Rights Act of 1964 when:

- A. submission to such conduct is made a term or condition of an individual's employment;
- B. submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual (i.e., denial of a pay increase, promotion, transfer, leave of absence, imposing disciplinary action, promising to withhold disciplinary action, etc.); or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

2. Complaints

All complaints of discrimination or harassment will be promptly and thoroughly investigated, and violations of the policy will be treated as serious disciplinary infractions. All complaints of sexual harassment will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information concerning it.

- A. The claim should be presented to the City Administrator/Manager. The claim will be promptly reviewed, investigated and the complaining party will be advised of the disposition.
- B. If the complaining party is not satisfied with the disposition of the claim, an immediate appeal may be made by submitting a written complaint to the Mayor.
- C. A substantiated report of sexual harassment may result in disciplinary action up to and including immediate dismissal.
- D. No employee will be subject to any retaliation or reprisal for the report of sexual harassment made in good faith.
- E. Any employee who knowingly or maliciously makes a false sexual harassment complaint or report will be subject to appropriate disciplinary action.

Section 6-13: Indictments Against Employee

Effective Date: 08/07/17

An employee may be suspended, with or without pay, if accused or indicted for a crime and an internal investigation shall be conducted to determine if the circumstances warrant formal discipline including termination. If the indictment is dismissed or if the employee is acquitted, the suspended employee may be reinstated to their former position, or a similar one if not available, without loss of any benefits and such suspension shall not be considered as a disciplinary action.

Section 6-14: Violence In the Workplace

Effective Date: 08/07/17

The City of Venus has a strong commitment to its employees to provide a safe, healthy, and secure work environment. The City also expects its employees to maintain a high level of productivity and efficiency. The presence of unauthorized weapons and the occurrence of violent, hostile,

abusive, or intimidating behavior in the workplace during working hours are inconsistent with these objectives. The City expects all employees to report to their work site without possessing weapons as more specifically described below. And to perform their job without engaging in any of the behaviors described herein toward any other individual. The City of Venus will not tolerate any conduct or behavior, whether intentional or not, that is determined to be threatening, intimidating or coercive.

Any person, who engages in a violent or threatening manner, will be removed from the City's premises as quickly as safety permits. Any employee who engages in violent or threatening conduct or behavior may be subject to disciplinary action up to and including termination, criminal penalties, or both.

At the City's sole discretion, employees and or the public may be barred from City premises pending the outcome of an investigation.

This policy and attached procedures shall apply to all employees, officials, and representatives of the City of Venus. Employees who are victims of, or witnesses to, behaviors described herein should immediately report such conduct to their supervisors or the Department Head.

If an employee is injured while participating in aggressive behavior or after instigating such behavior, then entitlement to workers' compensation benefits may be denied. No part of this policy or any procedure therein, is intended to affect the City's right to manage or control its work force, or be construed as a guarantee or contract of employment or continued employment.

HANDGUNS AND LONG GUNS

1. Concealed Handguns

The City prohibits all employees who enter any City premises from carrying a concealed handgun, except for employees who are licensed peace officers *and* are authorized to do so by the Chief of Police. This policy applies to all of the City's regular employees, as well as contract and temporary employees. "City premises" covered by this policy includes, without limitation, all City owned or leased buildings. Employees who perform work in the field (not in a City building) may not possess any handgun during working hours, except as specifically authorized to do so by the Chief of Police.

2. Openly-Carried Handguns and Long Guns

Employees may not enter City premises in the possession of any openly-carried gun. No employee(s) may openly carry a handgun or long gun while performing any task in relation to their employment, regardless of the location of the work. Law enforcement officials are expressly permitted to enter City premises in the possession of an openly-carried gun.

3. Storage of Guns in Employees' Vehicles

Employees may keep handguns and long guns stored in their vehicles parked on City property during work hours, so long as they are securely locked in the employee's

vehicle and not accessible through glass break entry.

OTHER WEAPONS

All City employees are prohibited from carrying other forms of weapons while in the course and scope of performing their job for the City, regardless of whether they are on or off City property. "Prohibited Weapons" include any item used to injure others or for fighting, and include explosives and any other items restricted under local, state, or federal regulation. Legal, chemical dispensing devices, such as pepper spray, which are sold for personal protection, are not prohibited by this policy. The Chief of Police may grant specific exceptions to Police Officers to this prohibition on carrying other forms of weapons.

SEARCHES

The City reserves the right to conduct searches of any employee's vehicle or items that are carried onto City property in order to enforce this policy. Items that may be searched include, but are not limited to, desks, briefcases, baggage, toolboxes, vehicles parked on City property, and any other item in which a weapon may be hidden. Searches may be conducted by City management. To the extent the search is requested by City management and the employee is present, the employee may refuse the search; however, such refusal can result in discharge from employment for refusal to cooperate.

Chapter 7

EMPLOYEE COMMUNICATIONS POLICY

Section 7-01: Open Communication/Open Door

Effective Date: 08/07/17

It is the City of Venus's goal to maintain approachable, open-minded, two-way communication at all levels between all City employees and to improve the quality and efficiency of City services. All employees are encouraged to participate in a free and uninhibited exchange of questions, suggestions and information which may improve municipal service, safety, employee performance and morale, efficiency, cost effectiveness, effective maintenance or public relations: anything that will enable us to do a better job.

Employees are strongly urged to first discuss the issue of concern with their immediate supervisor; however, when circumstances merit disregard of the normal chain of command, employees may contact anyone in the City management structure, including the City Administrator/Manager or Human Resources Director, to answer their questions or concerns.

Section 7-02: Privacy Expectations

Effective Date: 08/07/17

All employees are responsible for maintaining a level of confidentiality that will preserve an environment that supports sincerity, honesty, and ethical behavior. City employees shall not use their position to secure official information about any person or entity for any purpose other than the performance of official responsibilities. Additionally, a City employee shall not intentionally or knowingly disclose any confidential government information gained by reason of the employee's position.

This rule does not prohibit:

1. the confidential reporting of illegal or unethical conduct to authorities designated by law; or
2. any disclosure, not otherwise prohibited by law, in furtherance of public safety.

Confidential Government Information includes:

1. all information held by the City that is not available to the public under the Texas Open Records Act;
2. any information from a meeting closed to the public pursuant to the Texas Open Meetings Act; and
3. any information protected by client-attorney privilege, attorney work product, or other applicable legal privilege.

As City employees supported by public funds, employees should not expect privacy in their work, workstations, and/or anything that belongs to the City used to produce that work. If an employee has questions about whether certain information is considered confidential, please contact your superior or the City Secretary.

All requests for information shall be forwarded to the City Secretary to ensure compliance

with the Texas Public Information Act/Texas Open Records Act.

Section 7-03: Telephone Usage

Effective Date: 08/07/17

If requested, Department heads shall be responsible for producing logs of long distance telephone calls and for assuring that they are only made for necessary City business. Telephones should be answered promptly and courteously. Personal calls shall be limited so as to not to interfere with City business.

Use of personal cell phones during work hours is discouraged.

Section 7-04: Electronic Communications Policy

Effective Date: 08/07/17

The City of Venus provides computer networks, Internet access, email, telephones, voice mail, and fax communication systems for use by City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as “electronic communications systems” or “systems.” These electronic communications systems are designed to support and enhance the communication, research, and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City’s electronic communications systems. This policy applies to all City employees, contractors, volunteers, and other representatives of the City who use the City’s electronic communications systems. The City’s electronic communications systems access must be used in a professional, responsible, efficient, ethical, and legal manner.

1. Acceptable Us Of The City’s Electronic Communication Systems

- A. Acceptable uses of the City’s electronic communication systems are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user’s job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City’s internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material.
- B. Users must understand that use of any City-provided, publicly accessible computer network such as the Internet and email is a privilege. Minimal personal use of the Internet or email and other electronic communications systems is allowed under this policy as long as such use is not excessive and does not impede job performance or the performance of City business. The City is not responsible for personal communications sent on its electronic communications systems.
- C. The City reserves the right to monitor employee internet usage at any time.

2. Prohibited Uses Of The City’s Electronic Communications Systems Include

- A. Using profanity, obscenity, or other languages which may be offensive or harassing to other coworkers or third parties.
- B. Accessing, displaying, downloading, or distributing sexually explicit material.

- C. Accessing, displaying, downloading, or distributing profane, obscene, harassing, offensive or unprofessional messages or content.
- D. Copying or downloading commercial software in violation of copyright law.
- E. Using the systems for financial gain or for any commercial activity unrelated to City business.
- F. Using the systems in such manner as to create a security breach of the City network.
- G. Looking or applying for work or business opportunities other than for internal City posting.
- H. Accessing any site, or creating or forwarding messages with derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, color, sex, national origin, age, disability, physical attributes, or sexual preferences.
- I. Transmitting or sharing information regarding a coworker's health status without his/her permission.
- J. Expressing opinions or personal views that could be misconstrued as being those of the City.
- K. Expressing opinions or personal views regarding management of the City or other political views.
- L. Using the electronic communication systems for any illegal purpose or in any way that violates City policy or is contrary to the City's best interest.
- M. Playing games or gambling.

3. Responsibility

- A. All users that are issued access to City provided electronic communications systems and accounts, are responsible at all times for its proper use, regardless of the user's location. The City provides and maintains these systems are designed to assist in the conduct of City business. All transmissions created, sent, received, retrieved, or accessed are considered property of the City of Venus and public information. Every employee has the responsibility to maintain and enhance the City's public image with the proper use of these systems in a professional and productive manner.
- B. Employees may only use software approved or provided by the City of Venus. Additionally, the software must be installed in compliance with procedures as established by the City Administrator/Manager and the technology department head. To prevent computer viruses, there will be no unauthorized downloading of any software.

- C. The City reserves the right to change policies as it relates to computer use at any time and may be required by changing circumstances. It is therefore the responsibility of all employees to ensure full knowledge of the electronic communications systems use policies. Violations of the policy and its guidelines may result in the loss of use privileges and disciplinary action, up to, and including termination.

4. No Right Of Privacy/Monitoring

Users of City electronic communications systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems.

Personal passwords are not an assurance of confidentiality. The Internet itself is not secure. To ensure proper use of its electronic communications systems, the City will monitor their use.

The City Administrator/Manager or their designee, and the Director of Human Resources or their designee, reserves and intends to exercise the right to review, audit, intercept, access and disclose all transmissions created, received, sent, retrieved, or accessed on the City provided electronic communications systems to assure that the City's resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy. These systems may be checked periodically for business reasons, without permission from the employee.

5. Filtering

The City may use software to filter Internet and instant message content for all employees.

6. Copyright Restrictions

Any software or other material, including music, downloaded into a City computer may be used only in ways consistent with the licenses and copyrights of the vendor, author, or owner of the material. Prior written authorization from the Department Head is required before introducing any software into the City's computer system. Employees may not download entertainment software, games, or any other software unrelated to their work

7. Public Information

Employees shall assume that any data or electronic information is subject to release in accordance with the Public Information Act of the State of Texas.

Section 7-05: Public Information

Effective Date: 08/07/17

The City of Venus is subject to the mandates of the Texas Public Information Act, Texas Government Code, Section 552.001. In general, these laws govern the management of, and accessibility to, information collected, assembled, or maintained for the City of Venus.

City employees may work with or handle documents and/or records (in the form of paper or electronic data) that need special care so that the City fulfills its obligations to the public. All questions about whether a document (including reports of any kind, photos, correspondence, emails, or any other data compilation) needs to be maintained, preserved, or given some other form of special care, the employee should immediately contact the City Secretary. In addition,

all outside requests for documents should be immediately sent to the City Secretary. He or she will be able to assist you in compliance with the above-mentioned laws.

Section 7-06: Whistleblower Policy

Effective Date: 08/07/17

The City of Venus is committed to upholding the requirements of all state and federal laws including the applicable Whistleblower Act(s). The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.

Chapter 8

AT-WILL, DISCIPLINE, APPEALS AND GRIEVANCES

Section 8-01: Disciplinary Action

Effective Date: 08/07/17

The City of Venus is an “at-will” employer and may terminate employees at any time and for any reason, with or without cause, unless expressly prohibited by law. It is the intent of the City of Venus to provide employees with a progressive discipline process designed to help an employee correct performance problems and build a renewed commitment to the City in an equitable and consistent manner.

Temporary employees, seasonal employees, contract employees, and the City Administrator/Manager are exempt from the progressive discipline policy unless specifically stated otherwise. The purpose of this policy is to provide general performance and conduct expectations for employees and guidelines for supervisory and management personnel. This policy does not provide contractual or property rights to any City of Venus employee.

1. Administrative Procedures

These administrative procedures are established to provide appropriate guidelines in carrying out the policies of the City of Venus’s progressive disciplinary program. The administrative procedures are intended to address general application of the principles of disciplinary actions in typical situations. It is the responsibility of each supervisor to determine the nature, extent, facts, and circumstances in each disciplinary action case and to use judgment in the application of these policies and procedures.

2. Disciplinary Process

Occasionally, an employee does not meet performance expectations or behaves in a manner inconsistent with the City’s expectations. When this occurs, the City administration may follow this simple process to address the issue, but the City retains the right and discretion to bypass this process and go straight to termination, depending on the circumstances and severity of the infraction(s).

A. Documented Verbal Counseling

- i. A verbal counseling is considered informal discipline. The supervisor is encouraged to meet with the employee privately and in a timely manner to discuss any and all performance matters. Every effort should be made to determine the reasons for the employee’s performance. The supervisor shall advise the employee of the necessary changes to correct the performance and/or conduct problem(s) and seek the employee’s commitment to do so.
- ii. A written record of the verbal reminder will be made and a copy of the action forwarded to the employee. The verbal reminder will be noted in the employee’s personnel file for one (1) calendar year.

B. Written Reminder

- i. A written reminder is considered formal discipline. The supervisor shall meet with the employee privately and in a timely manner to discuss the deficiency, violation of policy and the likely consequences of further unsatisfactory performance and/or conduct. Every effort should be made to determine the

reasons for the employee's performance.

- ii. The written reminder shall describe the deficiency, or violation of policy involved and the likely consequence of further unsatisfactory performance and/or conduct. A summary of previous informal discussions, verbal reminders and discipline previously taken should also be included in the written reminder.
- iii. The employee shall be informed of the written reminder and provided a copy of the disciplinary action. Additionally, a copy of the written reminder shall be forwarded to Human Resources to be placed in the individual's personnel file for a period of ten (10) years.
- iv. The supervisor must transmit the written reminder through the next level supervisor and/or department head, Human Resources or designee, and the City Administrator/Manager or designee before placement in the employee's official personnel file.

C. Suspension Without Pay

- i. The supervisor shall meet with the employee privately and in a timely manner to discuss the deficiency or violation of policy and the likely consequences of further unsatisfactory performance and/or conduct.
- ii. The suspension without pay shall describe the deficiency or violation of policy involved and the likely consequence of further unsatisfactory performance and/or conduct. A summary of previous informal discussions, verbal reminders and discipline previously taken should also be included.
- iii. An employee may be suspended without pay for up to thirty (30) days in any one calendar year. The employee shall be informed of the proposed suspension and provided a copy of the suspension disciplinary action upon completion.
- iv. The suspension shall be permanently noted in the employee's official personnel file. A supervisor must discuss the situation with the next level supervisor and/or department head, Human Resources or designee, and request approval from the City Administrator/Manager or designee prior to taking this action.

D. Investigations

- i. When an employee is under investigation for a crime or official misconduct or is awaiting hearing or trial in a criminal matter, the employee may be suspended without pay for the duration of the proceedings when such suspension is in the best interests of the City and the public. If the investigation or proceedings clear the employee, he/she shall be eligible for reinstatement with full pay and benefits restored.

E. Reduction in Pay

- i. An employee's pay may be reduced provided it is done when in the judgment of the Supervisor, Department Head, and City Administrator/Manager if it is deemed

appropriate. The supervisor shall meet with the employee privately and in a timely manner to discuss the deficiency or violation of policy and the likely consequences of further unsatisfactory performance and or conduct.

- ii. The reduction in pay disciplinary action shall describe the deficiency, or violation of policy involved and the likely consequence of further unsatisfactory performance and/or conduct. A summary of previous informal discussions, verbal reminders, and discipline previously taken should also be included in the written document.
- iii. The employee shall be informed of the proposed reduction in pay and provided a copy of the disciplinary action upon completion. The reduction of pay shall be permanently noted in the employee's official personnel file; however, the employee shall not be disqualified from consideration for later pay increases.
 - i. A supervisor must discuss the situation with the next level supervisor or department head and request approval from the City Administrator/Manager or designee prior to taking this action.

F. Demotion

- i. An employee may be demoted when in the judgment of the supervisor, next level supervisor, department head or City Administrator/Manager is deemed appropriate. The supervisor shall meet with the employee privately and in a timely manner to discuss the deficiency or violation of policy and the likely consequences of further unsatisfactory performance and/or conduct.
- ii. The demotion shall describe the deficiency, or violation of policy involved and the likely consequence of further unsatisfactory performance and/or conduct. A summary of previous informal discussions, verbal reminders, and discipline previously taken should also be included in the written document.
- iii. The employee shall be informed of the proposed demotion and provided a copy of the disciplinary action upon completion. The demotion shall be permanently noted in the employee's official personnel file; however, the employee shall not be disqualified from consideration for later promotions.
- iv. A supervisor must discuss the situation with the next level supervisor and/or department head, Human Resources or designee and request approval from the City Administrator/Manager or designee prior to taking this action.

G. Dismissal

- i. A supervisor may propose termination of an employee whose performance of duties and/or conduct is severely unacceptable. The supervisor must first discuss the actions with the next level supervisor and/or department head, Human Resources or designee and request approval of the City Administrator/Manager prior to taking final termination action.
- ii. Should the supervisor deem it necessary, an employee may be placed on administrative

leave with pay pending the investigation of the deficiency or violation of policy and the approval of the City Administrator/Manager or designee regarding the final decision to terminate employment.

- iii. The supervisor shall meet with the employee privately and in a timely manner to discuss the deficiency or violation of policy and the likely consequences of termination.
- iv. Once the decision to terminate has agreement with the next level supervisor, department director, Human Resources or designee and approved by the City Administrator/Manager, the employee shall be notified of the action and provided a copy of the termination notice. A copy of the termination shall be permanently placed in the employee's official personnel record.

H. Grievance Procedure

An employee who has any complaint or grievance about demotion, promotion or disciplinary action will have the right to present his/her complaint/grievance to his/her immediate supervisor or the Department head. The complaint will be promptly reviewed and investigated. The complainant will be advised of the recommended disposition of the complaint or grievance within five (5) working days. If the complainant is dissatisfied with the response, he/she may appeal in writing to the Mayor within five (5) working days, stating specific reasons why an appeal should be granted. The Mayor will render, in writing, the final decision.

- i. Any disciplinary action will be in accordance with these personnel policies and/or federal or state law.
- ii. No employee will be subject to any retaliation or reprisal for any complaint made in good faith.
- iii. Any employee who knowingly or maliciously makes a false report (complaint) will be subject to disciplinary action up to and including termination.
- iv. The request may be denied if the employee fails to meet the timelines as outlined in this policy.
- v. There shall be no right of appeal for probationary employees except on the grounds of discrimination as allowed by law or City policy.
- vi. Nothing in this manual shall abridge any right of public access under the state statutes providing for open meetings and access to public records. To the extent possible, under the law, for the protection of all concerned, rulings will be reduced to writing.
- vi. These procedures are guidelines only, and it is recognized that it may not be possible to adhere to them in every case. They are not intended to impose on the City any burden of furnishing an employee with substantive or procedural due process.

Chapter 9

VOLUNTARY AND INVOLUNTARY SEPARATIONS

Section 9-01: Resignation

Effective Date: 08/07/17

An employee may leave the employment with the City in "good standing" by giving two (2) weeks notice. The City Administrator/Manager may waive any portion of the notice period. The personnel records of any employee who resigned by giving proper notice shall show that the employee resigned of their own accord.

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered as absent without leave which constitutes abandonment of duties, except when the failure to notify is due to circumstances beyond the control of the employee. Absence without leave may be considered as an employee's resignation without notice. In such cases, the employee's separation shall not be considered to be in "good standing."

Section 9-02: Reduction in Force

Effective Date: 08/07/17

A reduction in force ("RIF") may occur as a result of changes in duties, organizational changes, lack of work, or budget cutbacks. A RIF shall be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employees being retained the longest. Seniority within City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance and efficiency, with the most senior employees being retained the longest. Temporary employees may be included in the RIF before regular employees performing similar duties. A RIF shall not be considered a disciplinary action.

Employees included in a RIF may be recalled back to their job or another similar job in which they meet the minimum job requirements and qualifications in the reverse order of the RIF up to one year from the date of the lay-off. Employees being recalled within the year from the date of the RIF, shall have precedence over other job applicants. Employees recalled back to work shall report to work as instructed. An employee failing to report back to work shall be considered as having forfeited their right to reemployment.

Section 9-03: Incapacity

Effective Date: 08/07/17

An employee may be terminated for medical reasons when the employee as an individual no longer meets the standards of fitness required to perform the essential functions of the position and reasonable accommodation under the Americans with Disabilities Act is not possible without causing undue financial hardship to the City. A finding of incapacity shall be based on an individual medical determination by a competent physician prescribed by the City Administrator/Manager. Termination for incapacity shall not be considered disciplinary action and shall not function to deny any employee the use of any accrued illness, injury, disability, or other benefits.

Section 9-04: Retirement

Effective Date: 08/07/17

- A. In order to be considered "retired" from the City and eligible for retiree benefits, the employee must complete the TMRS retirement paperwork and have it accepted and effective through TMRS at the end of the same month in which they separate from the city.

- B. All records, property, or other instruments, belonging to the City of Venus in the possession of the separated employee shall be returned before final paycheck and any vacation leave pa will be made (this includes any serviceable uniforms furnished to the employee by the City).

Section 9-05: Release End of Season

Effective Date: 08/07/17

The end of temporary or seasonal employment.

Section 9-06: Death

Effective Date: 08/07/17

Once notified of the death of an employee, either by the department or family member, payout (including eligible leave and longevity) is made to the deceased employee's designated beneficiary.

- A. Life insurance payout to the designated beneficiary on file is handled directly by the life insurance company in effect at the time of death.
- B. A death certificate will be required for the designated beneficiary to file for the deceased employee's life insurance payout.

Section 9-07: Termination

Effective Date: 08/07/17

- A. This is a non-voluntary separation by the City of an employee for violations of policy, procedure, law, ethics, ordinance, or other reasons deemed appropriate by the department. Progressive discipline is typically applied prior to termination unless circumstances warrant bypassing levels of discipline.
- B. Department Heads must contact the City Administrator/Manager prior to terminating any employee to ensure that the termination is consistent with City practice, that there is sufficient documentation and that it is in compliance with all city, state, and federal laws.

Section 9-08: Separation Terms

Effective Date: 08/07/17

A full-time employee separating from the City may be eligible for certain payouts, depending upon leave balances and tenure with the City.

- A. No vacation leave will be paid to any employee who:
 - 1. Does not give the two weeks in advance written notice and/or,
 - 2. Who separates employment under section 9-07 and/or,
 - 3. Who resigns while under an investigation (whether Criminal or Administrative) and/or,
 - 4. Who has served less than 12 continuous months of service.
- B. All unused vacation leave will be paid to regular full-time employees who separate employment as outlined in section 9-08A.
- C. All accrued compensator leave will be paid to employees who separate (Maximum Eight (80) hours).
- D. No sick leave will be paid to any employee.

Section 9-09: Exit Interview**Effective Date: 08/07/17**

Upon separation from employment, all employees shall schedule an exit interview with the City Secretary. The interview shall be for the purpose of reviewing the employee's personnel file to insure that all requirements of these Regulations, the retirement plan, health insurance and income tax are in compliance.

Chapter 10

PERSONNEL RECORDS AND REPORTS

Section 10-01: Personnel Files and Records

Effective Date: 08/07/17

The Human Resources Department shall maintain the official personnel files and records for all Non-Sworn City employees. Unless otherwise provided by law, personnel files shall be confidential and may not be used or divulged for purposes unconnected with the City personnel management, except with the permission of the employees involved. All personnel records are subject to the rules governing the Open Records Act and could be open to review by the public. Nothing herein shall prevent the dissemination of impersonal statistical information. An employee shall have a right of reasonable inspection of their official personnel files and records under appropriate supervision.

Employees will be given a copy of any written record of a disciplinary or performance counseling that is added to their personnel file.

Employees are expected to consistently update their personnel records. Forms are available in Human Resources to change address for payroll, medical insurance, TMRS and driver's license. The City also requires updated Emergency Contact information for each employee.

Section 10-02: Change in Personnel Status/New Hires

Effective Date: 08/07/17

Department heads shall submit recommended changes in the personnel status of their employees or requests to hire new employees to the Human Resources Department prior to making any commitments to either existing employees or prospective new hires.

Section 10-03: Personnel Records and Reports

Effective Date: 08/07/17

Department Heads shall be responsible for providing the Human Resources Department or designee with all necessary employee reports and records associated with good personnel management for their department. Such records and reports shall include, but not be limited to, employee sick leave, vacation leave, attendance and overtime records, performance reports, counseling records, and all types of disciplinary action. Failure to do so may result in formal disciplinary action.

The Human Resources Department or designee shall prepare such narrative reports, statistical summaries, and other personnel reports as are necessary or desirable to provide useful information to the City Administrator/Manager, Mayor, and City Council.

Section 10-04: Employment Verification

Effective Date: 08/07/17

It is the policy of the City of Venus that all employment verifications and references be referred to the Human Resources Department. Unless exceptions are made based on established laws, such as in the field of public safety, the City will only confirm dates of employment, salary, and position/title.

Chapter 11

EMPLOYEE BENEFITS

Section 11-01: Worker's Compensation Insurance

Effective Date: 08/07/17

Any City employee injured as a result of duties performed in the course of their job shall be eligible to receive worker's compensation benefits from the City's insurance carrier at no expense to the employee. Worker's compensation benefits are intended to compensate workers with job related injuries or illnesses by reimbursing them for income losses and paying for medical and rehabilitation treatment.

1. Occupational Disability Or Injury Leave

An employee who is disabled as a result of an injury on the job, which is covered by Worker's Compensation, will be granted injury leave with pay at his regular salary for ten (10) working days. This injury leave will not be charged to Sick leave.

After the aforementioned ten (10) days, the employee will be paid the difference between his regular salary and any Worker's Compensation payments received for such injury for twelve (12) weeks. In order to receive this salary continuation from the City, the worker's compensation check must be endorsed and exchanged for the employee's regular bi-weekly check. After this initial twelve (12) week period, the injured employee will be reviewed and at this time may only receive Worker's Compensation payments, depending upon the outcome of the review. The employee may be replaced after twelve (12) weeks and may receive no further compensation or benefits from the City. This injured leave status is subject to review and medical opinion at any time. Status may be changed subject to the decision of the City Administrator/Manager.

The City Secretary is responsible for administering, pursuant to the requirements of state law, the City's Workers' Compensation Program.

An employee on occupational disability injury leave will continue to earn Sick Leave at the regular rate for six months. Thereafter, the employee will no longer earn Sick Leave and after six months of such leave, will be required to return to work with the approval of the attending physician or be terminated.

An employee will report injuries incurred in the line of duty immediately to his immediate supervisor/Department Head and file an accident report with the City Secretary within twenty-four (24) hours of the injury.

When an employee suffers injury or death on the job, the City Secretary will complete an accident report immediately on forms provided by Worker's Compensation and submit it to Worker's Compensation as directed, and retain one copy in the personnel files. Any exceptions to this policy must be approved by the City Administrator/Manager.

2. Examination And Treatment

As a condition of receiving or continuing to receive salary continuation payments, the City Administrator/Manager may require an injured employee to submit to examination and treatment, at the City's expense, by a physician approved by the City or the Worker's Compensation insurance carrier. An injured employee forfeits all rights to salary continuation payments if he/she refuses to submit to an examination or to any diagnostic test, x-ray, surgical procedure, or other treatment prescribed or recommended by the City designated physician as medically necessary or indicated to diagnose, treat, or cure the employee's injured condition.

An injured employee forfeits all rights to any salary continuation payments to which they would normally have been entitled, if they:

- A. engage in work, whether part-time or full-time, for pay or as a volunteer, for themselves or for any other person, firm or corporation, while receiving salary continuation payments;
- B. terminate employment for any reason while receiving salary continuation payments;
- C. fail or refuse to comply with the treating physician's instructions or advice regarding treatment of the injured condition;
- D. fail to act in a manner which is conducive to being off work convalescing;
- E. refuse to perform light, partial or part-time duty when authorized by the treating physician;
- F. refuse to accept or perform a different job with the City that, in the opinion of the treating physician, is within the employee's physical capacity and for which the employee is qualified or will be trained;
- G. represent their injured condition, physical incapacity, or disability as worse than it is while receiving salary continuation payments; or
- H. refuses to return to regular duty after being released for regular duty by the treating physician.

3. Return To Work

No employee may return to work from an injury involving lost time without first obtaining a physician's release. The physician's release must be forwarded to the City Secretary.

4. Alcohol And Substance Screening

An employee injured in the scope of his employment for the City is subject to alcohol/substance screening.

5. Termination For Reasons Other Than Injury Or Disability

This section does not preclude an employee from being terminated for reasons other than their disability or continued injury, as otherwise allowed by these regulations. An employee

terminated for any such other reason, even if the same is associated with an on-the-job injury is not entitled to the relief found in this section. This section does not preclude an employee from being terminated during an official reduction in work force due to budget restrictions.

6. Employee Assistance

The Texas Department of Insurance's Division of Worker's Compensation provides free information about how to file a worker's compensation claim. Division staff will explain employee rights and responsibilities under the Worker's Compensation Act and assist in resolving disputes about a claim. Employees may obtain this assistance by contacting the local Texas Department of Insurance Division field office or by calling 1-800-252-7031.

7. Safety Hotline

The Texas Department of Insurance's Division of Worker's Compensation has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace. Employers are prohibited by law from suspending, terminating or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact Health and Safety at 1-800-452-9595 for more information on how these rules pertain to municipalities.

Section 11-02: Modified or Light Duty

Effective Date: 08/07/17

The City may provide employees with Modified or "Light" Duty who may be injured or unable to perform their regular duties due to injury or illness, subject to the availability of positions within the City. If positions are available, the City may accommodate restrictions when and where reasonable to the extent required by law, the City's need, when the safety of citizens and other City employees is not compromised, or within the provisions of the Americans with Disabilities Act (ADA).

1. "Modified Duty" is defined as any reduction, elimination, or alteration of the essential job functions of a position, as outlined in the job description for the position.
2. Determination Process – All Modified Duty is subject to availability of positions:
 - A. A position must be available for an employee to be considered for eligibility under these guidelines. The City is not obligated to create a position for restricted employees.
 - B. Prior to returning to work after an absence or after receiving restrictions, the employee requesting modified duty must present the physician's directive to his/her supervisor or Department Head.
 - C. The City Secretary, medical consultant and/or the employee's treating physician will review the directive and determine if the directive is subject to the ADA.
 - D. The employee's supervisor may be contacted by the City Secretary to determine the employee's suitability for modified duty.
 - E. If the City cannot accommodate the restriction, the employee will not be authorized for active duty and will be subject to the leave policies listed below until released to regular (unrestricted) duty.

3. Employees unable to return to work due to personal medical issues will be subject to the leave provisions of the City's Employee Handbook. Employees unable to return to work due to workers' compensation will be subject to the Texas Workers' Compensation rules and regulations and the City's handbook:
 - A. Eligibility and Notice: Subject to Texas Workers' Compensation Commission Act rules, upon receipt of a physician's notice regarding a return to work with restrictions, an employee may be offered modified duty, if available, according to the determination process listed above.
 - B. Modified Duty in Current Position: When the employee can return to his/her regular job with restrictions, modified duty (if available) may continue up to eight (8) weeks. Continuation after eight (8) weeks will be contingent upon an updated notice from the treating physician, availability of a limited duty position and based on City need.
 - C. Modified Duty in Alternate Position: When an employee's restrictions prevent temporary continuation of his/her regular job, modified duty, if available, may continue at an alternate work-site for up to eight (8) weeks. Continuation after eight (8) weeks will be contingent upon an updated notice from the treating physician, availability of a limited duty position and based on City need.
 - D. Modified Duty/Transportation of Citizens & City Personnel: In order to assure safe transportation of citizens and City personnel, modified duty is not available for employees who transport and/or supervise citizens in/on City vehicles or transportation, subject to the provisions of the ADA.
 - E. Worker's Comp Treatment & Overtime Pay: Hours worked are defined as hours actually worked. Leave hours taken for worker's comp related treatment or meetings will not be counted as hours worked for the purpose of computing overtime.

Section 11-03: Social Security

Effective Date: 08/07/17

All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This type of government insurance, known as "Federal Old Age, Survivors, and Disability Insurance," provides for benefits for retirement, disability or upon death. This insurance is financed by social security taxes, which are paid through payroll deductions by the employee. The City contributes a matching amount on behalf of the employee.

Section 11-04: Unemployment Insurance

Effective Date: 08/07/17

All employees of the City are covered under the Texas Unemployment Compensation Insurance program and the Federal Unemployment Tax Act (FUTA). This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee on the first \$9,000 of the employee's earnings to finance this benefit.

Section 11-05: Health Related Benefits

Effective Date: 08/07/17

The City is committed to providing cost-effective benefits, which assist employees in being physically and mentally healthy. The benefits and services offered by the City may be changed or terminated at any time upon approval of the City Council and do not constitute a guarantee of

continued employment with the City.

Benefits are accompanied by eligibility requirements which must first be met by the employee and dependents (if applicable) before being able to be covered. The provisions of and eligibility for the various, benefits are governed by each Plan instrument which may be a Plan document or certificate of coverage, or both. With respect to medical dental and vision coverage, life insurance, the employee assistance and wellness programs, the definition of eligible dependent may vary from plan to plan.

Medical Coverage

The City may offer, if economically feasible, medical coverage for eligible employees and their eligible dependents. Medical insurance may be offered for purchase by the employee and may be subsidized by the City at a level approved by Council on an annual basis.

Dental Coverage

The City may offer, if economically feasible, a dental assistance plan for eligible employees and their eligible dependents. Dental coverage may be offered for purchase by the employee and may be subsidized by the City at a level approved by Council on an annual basis.

Vision Coverage

The City may offer, if economically feasible, a vision assistance plan for eligible employees and their eligible dependents. Vision coverage may be offered for purchase by the employee and may be subsidized by the City at a level approved by Council on an annual basis.

Section 11-06: Miscellaneous Benefits

Effective Date: 08/07/17

As with the health-related benefits, the miscellaneous benefits and services offered by the City may be changed or terminated at any time upon approval of the City Council and do not constitute a guarantee of continued employment with the City.

Life Insurance

The City may offer, if economically feasible, basic life insurance to eligible employees to help them protect their family in the event of the employee's death. Basic life insurance may be offered for purchase by the employee and may be subsidized by the City at a level approved by Council on an annual basis. In addition to the basic life insurance, the City may offer eligible employees the opportunity to purchase supplemental life and accidental death and dismemberment insurance on themselves and dependent life insurance on their eligible dependents.

Short Term Disability

The City may offer, if economically feasible, Short Term Disability (STD) coverage to eligible employees to provide them a portion of their salary when they are unable to work as a result of an off-the-job disability. Short-term disability insurance may be offered for purchase by the employee and/or subsidized by the City at a level approved by Council on an annual basis.

Long Term Disability

The City may offer, if economically feasible, Long Term Disability (LTD) coverage to eligible

employees to provide them a portion of their salary when they are unable to work as a result of a disability. Long-term disability insurance may be offered for purchase by the employee and/or subsidized by the City at a level approved by Council on an annual basis.

Deferred Compensation

The City may make available a deferred compensation program. The Deferred Compensation Program is a voluntary, tax-deferred program designed to help supplement eligible employees' income at retirement. Through this program, eligible employees may designate an amount to be deducted from their gross salary on a before-tax basis each pay period and placed in an investment account selected by the employee.

Employee Assistance Program

The City may offer, when economically feasible, an Employee Assistance Program (EAP). This program is a professional, confidential counseling service available to help eligible employees and eligible dependents resolve personal problems.

Chapter 12

TRAVEL POLICY

Section 12-01: Applicability of Travel Policy

Effective Date: 08/07/17

It is the policy of the City of Venus to reimburse employees and other persons who are authorized to represent the City at various conferences, meetings, conventions, seminars, training and functions. The City recognizes that the public interest requires employees to travel at times to conduct City business. The City also recognizes that the public interest is served by the advancement of training and professional development of employees. It is the policy of the City to arrange travel on City business utilizing the most economical means available.

This policy is applicable to all City employees and applies to all travel on City business more than sixty (60) miles outside the City limits and to all travel reimbursements, subject to budget limitations and authenticated expenses. The purpose of this policy is to establish general guidelines and provide uniformity in handling expenditure requests, and to establish proper accounting for allowable expenses.

Responsibility:

1. **Department Head** – responsible for communicating and administering the provisions of this policy to employees and approving all travel requests within his/her department. Also, should strive to be proactive in planning for the department's travel needs in the annual budgeting process. It is the responsibility of the Department Head to ensure all travel expenses are accounted for within five (5) working days from the date of return and the Travel Expense Report forwarded to the City Secretary.
2. **Employee** – responsible for all pertinent information on the Travel Expense Report, indicating purpose of travel, location, type of transportation, departure date, return date, estimated expenditure, and funds advanced.
3. **City Secretary** – responsible for distributing travel funds in compliance with established policies and guidelines. The City Secretary should take into consideration the departmental travel budget and calculate the amount spent to date and forward the Travel Expense Report to the City Administrator/Manager for approval.
4. **City Administrator/Manager** – responsible for either approving or denying the request. If the request is denied, the Travel Expense Report will be sent back to the Department Head. If the request is approved, the Travel Expense Report will be forwarded to the City Secretary for processing. The City Administrator/Manager or his/her designee must review and approve all expenses incurred in the Travel Expense Report after travel is completed.

Section 12-02: Authorization Required

Effective Date: 08/07/17

The City Administrator/Manager or designee may authorize travel leave and expenses for City business more than sixty (60) miles outside of the City limits. All travel requests of more than sixty (60) miles must be approved by the City Administrator/Manager or designee prior to its occurrence. Any employee traveling on official City business shall communicate with their

supervisor as to where they can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose.

Section 12-03: Allowable Expenses

Effective Date: 08/07/17

1. **Registration** – The City will reimburse actual expenses incurred in registering for a conference, seminar, or meeting. An original receipt must be furnished for reimbursement purposes. The City encourages advance payment of fees to take advantage of any discounts available. However, any recreation expenses included in the registration (i.e., golf, tennis, runs, etc.) will not be reimbursed.
2. **Transportation** – The department head/supervisor will be expected to select the mode of transportation that is most economical to the City considering cost and time consumed. Normally, when travel is required for City business a City vehicle or personal car may be used when such travel distances are within a two hundred and fifty (250) mile radius. For travel beyond a two hundred and fifty (250) mile radius of the City, air transportation may be approved if authorized in the budget. All approved transportation expenses will be reimbursed as follows:
 - A. When employees use their personal vehicles, all travel mileage will be paid at the most recent IRS rate per mile plus parking fees.
 - B. When City vehicles are used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.
 - C. When air travel is permitted, employees will book their flight as far in advance as possible. Air travel reimbursement shall be limited to “coach” fares. Additionally, if the employee requires parking at the airport for twenty-four (24) hours or less, the employee will be reimbursed at the short-term parking rates. If requiring parking for twenty-five (25) hours or more, the reimbursement shall be at the long-term parking rate. Original receipts will be required for reimbursement.
 - D. Reimbursement will be made for the use of rental cars, taxi, or bus fares, etc., provided such expenses are necessary and reasonable. Approval to rent a car should be obtained prior to the trip whenever possible. Employees are expected to obtain the lowest possible rates for the cars, and shall sign and accept the liability/collision insurance agreement on the contract.
 - E. Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense account that is turned in for reimbursement or for advance in funds request.

3. Meals

Non-Overnight Meals and Incidental Expenses will not exceed the GSA rate, currently,

\$36.

1. Breakdown of per diem is: Breakfast: \$10.00 (20%), Lunch: \$15.00 (30%), Dinner: \$26.00 (50%).
2. If meals are provided at a conference or training, no food reimbursement is allowed for those meals offered. The conference agenda/schedule must be submitted with the training request form.
3. Per Diem will be calculated and issued to the employee at least one week in advance of the travel, or receipts turned in by the employee and reimbursement made. Itemized meal receipts must be provided to the city upon return from travel. If itemized receipt(s) are unavailable, the employee will submit a meal log in lieu of the receipt(s).
 - a. Any unused per diem will be refunded to the city.

b. No alcohol may be purchased with city funds.

4. Lodging

Employees are expected to make lodging reservations well in advance whenever possible, and to take other actions to ensure lodging is secured at a moderate rate. Reimbursement of lodging shall be limited to single rates unless two or more employees occupy a single room, or otherwise approved by the City Administrator/Manager. It shall be the policy of the City to reimburse for only lodging that is economical and practical. Exceptions to this may be granted when least expensive hotel rooms are unavailable or where conferences are held in or nearby the hotel. Receipts for lodging must be provided to obtain reimbursement.

- A. Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in *Section E below*.
- B. Employees will be allowed a reasonable amount for laundry and dry cleaning expenses for trips lasting five (5) or more days. Original receipts will be required for reimbursement.

5. Entertainment – The City realizes that from time to time, it is necessary to entertain dignitaries and state, federal, and business representatives whenever it may be deemed in the best interest of the City. Such expenses may be reimbursed at the discretion of the City Administrator/Manager. Receipts will be required before reimbursement can be made. Whenever practical, prior authorization should be obtained from the City Administrator/Manager.

6. Dependent Expenses – There is no objection to a spouse/family member accompanying an employee on an out of town business trip; however, the City will not be financially responsible for the spouse/family member of the employee. Any additional expenses incurred such as travel, lodging, meals, or any other

miscellaneous expenses will be the sole responsibility of the employee. The City will not reimburse the additional expenses.

Section 12-04: Travel Advances

Effective Date: 08/07/17

Minimum, but sufficient cash advances may be drawn from the City treasury by employees traveling on City business. All unused, unauthorized, or unapproved travel advances shall be returned immediately upon return of the business trip. Failure to return unused funds will subject the employee to a payroll deduction to credit the proper fund and disciplinary action, up to and including termination.

1. Prior to Travel/Trip:

- A. A Travel Expense Report form shall be filled out for all travel that takes an employee out of the Metroplex for City business. For training requests within the Metroplex area, a report will be filled out if an advance is required. For meetings or trips outside the Metroplex, additional information or brochures will be attached to provide management an overview of the meeting/event.
- B. The employee will fill out all information pertinent to the request, indicating purpose of travel, location, type of transportation, departure date, return date, estimated expenditures and funds required in advance. The report shall then be forwarded to the Department Head for approval.
- C. The Department Head will review the request and sign off if the trip is approved. The Department Head shall attach a copy of the page indicating the approved travel and training request from the budget document, and note the approved trip.
- D. Upon Department Head approval, the request will be forwarded to the City Secretary and budget information will be indicated.
- E. The City Secretary will note the departmental travel budget and how much has been spent to date. The City Secretary will only sign off if budgeted funds are available. The report will then be forwarded to the City Administrator/Manager for approval.
- F. The City Administrator/Manager will note approval or disapproval of the request. If the request is disapproved, it will be sent back to the Department Head. If the request is approved, it will be forwarded to City Secretary for processing of the advance or payment required. Finance will then return the approved form to the employee.
- G. Employee travel will be approved by the City Administrator/Manager. Department Head travel must be approved by the City Administrator/Manager.

2. During Travel/Trip: Follow policies for reimbursable expenses.

- A. If more than one employee attends the same trip/event, each employee is responsible for completing his/her own expense report. In such instances where employees dine together, every effort should be made to split the bill.

- B. If the bill cannot be split, then one designated employee should pay the full amount and obtain a receipt for the entire amount and document the employees' names that were present on the Travel Expense Report for reimbursement.

3. Upon Completion of Travel/Trip:

- A. The employee will fill out all the pertinent expenditure information, indicating what funds are due to the City or what funds are due to the employee within five (5) days after returning from the trip. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced. All cash advances and expenditure reports shall be submitted on forms provided for that purpose.
- B. All meeting/event expenses will be indicated on the expense form. All applicable receipts must be included with the report, including registration and airfare.
- C. The employee will certify that the expenses are correct and will sign off on the request. The report will be forwarded to their Department Head for approval.
- D. The Department Head will review the report, sign off, and forward to the Travel Expense Report to the City Administrator/Manager for approval. The City Administrator/Manager will review the report, sign off and forward to City Secretary for processing and filing.

Chapter 13

EQUIPMENT AND VEHICLE POLICY

Section 13-01: Purpose of Equipment/Vehicle Policy

Effective Date: 08/07/17

The purpose of these equipment/vehicle policies is to provide for the safe and effective utilization of the City vehicle fleet through rules, regulations, and procedures. Each employee will be held responsible for the proper use, care and operation of a vehicle or piece of equipment assigned to him/her. Abuse of equipment and vehicles constitutes grounds for disciplinary action, up to and including termination.

If employee's position requires the operation of a City vehicle on public roads while conducting City business, the employee must maintain the appropriate or required, valid State of Texas Driver's License and must meet City standards for driving records.

Section 13-02: Applicability

Effective Date: 08/07/17

These policies shall apply to all City owned equipment and vehicles and all persons assigned the equipment and vehicle, inclusive of operators and passengers.

Section 13-03: Use of City Vehicles

Effective Date: 08/07/17

All City equipment and vehicles are intended for official City business uses only. The City Administrator/Manager may extend said use according to need and circumstances to another public agency or for uses beneficial to the general public. Use of City equipment and vehicles is limited to the Johnson/Ellis County area unless otherwise approved by the City Administrator/Manager. In addition, the City will require all persons operating City vehicles and those employees driving their own vehicles on City business to maintain a safe driving record. A "safe driving record" will be defined as:

1. No more than three moving violations in a twenty-four (24) month period;
2. No conviction of driving while under the influence of drugs (controlled substances) or alcohol;
3. No felony conviction of failure to stop and render aid, failure to leave identification at the scene of an accident, involuntary manslaughter or criminally negligent homicide involving a motor vehicle.

Employee driving records will be checked at random periodically to ensure that no persons with unsafe driving records are operating City vehicles or driving on City business. A copy of the driving record of all employees with driving responsibilities who do not meet the safe driving requirement will be submitted to their Department Head for review. Action to be taken in each case will be recommended by the Department Head, to the City Administrator/Manager for final approval. **Employees have an obligation to report to their direct supervisor within twenty-four (24) hours of a violation of this policy.**

Employees who fail to meet the safe driving requirements may be required to submit to one or more of the consequences below, at the discretion of the City Administrator/Manager:

1. Required to attend a defensive driving class on their own time and at their own expense;
2. Assigned non-driving responsibilities within their current department, if available;

3. Transferred to another department and assigned non-driving responsibilities, if available;
4. Assessed another type of remedial action as determined by the City Administrator/Manager to be appropriate in that specific case; and/or
5. Dismissed from employment, if none of the above alternatives can be achieved within a reasonable period of time. A "reasonable period" will be defined as generally not to exceed thirty (30) calendar days from the date an employee is notified of his/her failure to meet the safe driving requirements.

Section 13-04: Operation and Ridership

Effective Date: 08/07/17

Except for maintenance, service, and repair, only City officials and employees are allowed to operate a City vehicle. Ridership should be limited to employees or persons on official City business. Due to the nature of certain employees being required to be on call and take a vehicle home, the City Administrator/Manager may exercise limited discretion in situations wherein the ridership policy might cause transportation difficulties to an employee required to be on standby and use a City vehicle.

Section 13-05: Safety, Maintenance, and Care

Effective Date: 08/07/17

1. **Safety** –All operators and passengers will be individually accountable for abiding with all laws pertaining to vehicles and their operation.
 - A. No one is allowed to operate a City vehicle or piece of equipment while under the influence of alcohol, medication or drugs that is subject to altering judgment or reflex. In addition, tobacco use is prohibited in City vehicles.
 - B. No person with corrective devices or appliances shall be allowed to operate City equipment or vehicles without same being in place and in good repair.
 - C. Any person who is injured or becomes ill should use the radio and/or cellular phone to obtain assistance rather than try to operate a vehicle or piece of equipment.
 - D. Caution must be exercised with the use of communication radios and/or cellular phones while operating a vehicle. Every effort should be made to minimize the use of these devices while driving. Text messaging is strictly prohibited.
 - E. Listening to an iPod[©] or other portable music device through headphones while driving a City-issued or personal motor vehicle on City time is strictly prohibited.
2. **Maintenance and Care** – Periodic inventory of equipment and vehicles will be taken at the discretion of the City Administrator/Manager or other functional manager. All damaged, broken, or lost equipment will be repaired, replaced, or removed from service.
 - A. Those personnel assigned use of a vehicle or piece of equipment will be responsible for the maintenance and care of said vehicle/equipment.
 - B. Damage arising from misuse or neglect attributable to operator negligence is subject to review by the City Administrator/Manager and subsequent repair at the expense of

employee held responsible for same.

- C. No one shall operate a City vehicle or piece of equipment that is unsafe, and the operator will be responsible for exercising good judgement and performing a courtesy inspection prior to operating said vehicle or equipment.

Section 13-06: Vehicle Logs

Effective Date: 08/07/17

It will be the responsibility of each operator of a City vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas/lubricant applications, maintenance, or any other documentation, which may be required from time to time. It is ultimately the Department Head's responsibility to ensure that required reports associated with City vehicles in use by their department are completed and forwarded to City administration for filing purposes.

Section 13-07: Take Home Vehicle Policy

Effective Date: 08/07/17

An employee may drive a City vehicle home only under the following conditions:

1. Employee is on twenty-four (24) hour call.
2. Employee conducts City business on a frequent basis before and after normal working hours.
3. Permission is granted by the City Administrator/Manager.

Section 13-08: Traffic Citations and Accidents

Effective Date: 08/07/17

1. **Traffic Citations** – If an employee receives a traffic citation for a violation committed while operating a City-owned vehicle or while driving their personal vehicle on City business, the employee will be expected to pay any resulting fine at their own expense. Repeated traffic violations or misuse of City vehicles or equipment may result in disciplinary action, up to and including termination.
2. **Accidents in City-Owned Vehicles** – If an employee is involved in an accident while driving a City vehicle, that individual will be required to follow the specific accident-reporting procedure outlined by the department. In general, for all departments, the employee should:
 - A. Call 911 for immediate assistance.
 - B. Call the Police Department immediately. Do not move the vehicle in the event of an injury accident until directed by a police officer.
 - C. Provide their name and department to the other driver without discussing the accident with anyone except the investigating officer or their supervisor.
 - D. Call the supervisor who will then be responsible to file the required accident form. Forms are available in the department or from Human Resources.
 - E. If serious injuries result from the accident or at the request of the City Administrator/Manager, the Department Head, or their designee the employee shall report to one of our drug and alcohol testing sites immediately. A supervisor or other

member of City administration must provide transport unless otherwise directed by the City Administrator/Manager. Exceptions can only be made by the City Administrator/Manager or their designee.

- F. Failure to report any accident or vehicle damage immediately may result in disciplinary action including termination.

Chapter 14

SUBSTANCE ABUSE POLICY

Section 14-01: Purpose

Effective Date: 08/07/17

It is the policy of the City of Venus to maintain a work environment free from the use, possession and effect of controlled substances and alcoholic beverages. The City of Venus recognizes that drugs and alcohol impair employee judgment, which may result in increased safety risks, hazards to the public, employee injuries, faulty decision-making, and reduced productivity. Therefore, the City of Venus expects all employees to be in a state of mind and physical condition fit to complete their assigned duties safely and competently during work hours.

Section 14-02: General Policy

Effective Date: 08/07/17

1. An employee assistance program may be made available to assist employees with substance abuse.
2. Being under the influence of alcohol or controlled substance on City property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on City property is prohibited.
3. Employees who violate this policy are subject to appropriate disciplinary action, including termination.
4. The policy applies to all employees of the City regardless of rank or position and includes temporary and part time employees.

Section 14-03: Violations

Effective Date: 08/07/17

The sale or unlawful manufacture, possession, distribution, and/or use of controlled substances or alcoholic beverages by an employee while on duty or during lunch and/or other breaks or at any time while the employee is on a City work site or on duty, is absolutely prohibited and constitutes cause for discipline, up to and including termination, in accordance with these personnel regulations. The appropriate law enforcement agency will be notified of any such sale, distribution, and/or use of illegal substance by employees. Any employee who is arrested for a drug-related crime under a state or federal criminal drug statute for violations occurring on or off duty must report their arrest to their supervisor within three (3) days.

The City of Venus retains the right to perform drug tests at any time and at a testing facility of its choosing. Failure to comply with instructions to report and submit to a random drug test will be considered insubordination and may constitute grounds for disciplinary action up to and including termination.

Section 14-04: Searches and Testing

Effective Date: 08/07/17

The City may conduct unannounced searches or inspections of City-owned property where there is reasonable suspicion of the presence of alcohol or controlled substances. These may include, but are not limited to, lockers, offices, tool chests, and desks located on City property, work sites and City owned vehicles.

When the Department Head, or City Administrator/Manager has a reasonable suspicion that an

employee, at work or when reporting to work, is under the influence of alcohol or a controlled substance, or is abusing alcohol or a controlled substance and appears to be impaired or unfit for duty, the employee will be required to submit to a drug-alcohol test. Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonable prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or reduced. Observations which constitute a factual basis for determining reasonable suspicion may include, but are not limited to: odor of alcoholic beverage, erratic behavior, violent mood swings, excessive absenteeism including tardiness, a medical emergency that can be attributed to drug use, physical on-the-job evidence of drug use, documented deterioration in the employee's job performance or an accident which is caused by the apparent action or inaction of the employee.

The immediate supervisor or Department Head will submit information in writing, to the City Administrator/Manager that describes the incident, documenting the circumstances leading to the conclusion that a drug test is necessary. Such documentation will include the date, time, place, description of incident, and statements of witnesses. Any other evidence such as drugs, drug paraphernalia and containers will be collected. After documenting the incident, the Department Head will contact the City Administrator/Manager to determine if drug testing is appropriate and to arrange for testing. If drug testing is appropriate, the immediate supervisor or Department Head will transport the employee to the drug specimen collection facility. The type of drug/alcohol test may be based on a urine, blood, or other type of sample as appropriate and which is medically accepted and reliable. After testing, the employee will be transported home by their immediate supervisor, a relative or their emergency contact of record and told not to report to work until the results of the test are known.

Section 14-05: Preventative Acts

Effective Date: 08/07/17

1. Employees taking drugs prescribed by an attending physician must advise their immediate supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the immediate supervisor prior to the employee commencing work. All medical information will be kept confidential and the employer, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.
2. Any employee involved in a work-related accident where alcohol or drugs are believed to be a contributing factor will be referred to an employee assistance counselor in addition to any other accident investigation activities.

Section 14-06: Work Related Accident

Effective Date: 08/07/17

Any employee involved in a work-related accident shall be subject to urine, breath, blood and/or hair follicle testing for drug or alcohol use or abuse.

Section 14-07: Supervisory and Employee Training

Effective Date: 08/07/17

Supervisors will receive training regarding the substance policy of the City of Venus and the use of the Employee Assistance Program (EAP). Any employee may receive copies of this drug and alcohol policy and information about the Employee Assistance Program.

Section 14-08: Employee Assistance Program (EAP)**Effective Date: 08/07/17**

1. The City will provide employees and their families with confidential professional assessment and referral for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. Confidential assessment and referral services will be provided without cost to the employee or family member. The cost of treatment, counseling or rehabilitation resulting from referral to the Employee Assistance Program (“EAP”) referral will be the responsibility of the employee.
2. When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.
3. Supervisor referrals to the EAP will include employee's release of information consent form to be returned to the company supervisor by the EAP. Refusal to participate in or failure to complete the EAP-directed program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.
4. Self-referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself, does not preclude the City's use of corrective actions, participation in an EAP may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective actions.
5. EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick or compensation leave. Sick leave may be taken as needed, while compensation time must be pre-approved.

Section 14-09: Reservation of Rights**Effective Date: 08/07/17**

The City reserves the right to interpret, change, suspend, cancel or dispute with or without notice, all or any part of this policy, or procedures or benefits discussed herein. Where practicable, employees will be notified before implementation of any change.

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

Section 14-10: Other Laws and Regulations**Effective Date: 08/07/17**

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

Chapter 15

MISCELLANEOUS PROVISIONS

Section 15-01: Activity Reports

Effective Date: 08/07/17

All department heads shall submit monthly reports concerning the activities of their department to the City Administrator/Manager on forms prescribed and as requested.

Section 15-02: Property Control

Effective Date: 08/07/17

1. Department Heads shall insure that property under their control is properly safeguarded, accounted for, and administered. Each Department Head shall maintain or delegate the maintenance of an up-to-date inventory of all City property in their particular department. All acquisitions, disposals, or transfers of property shall be reported to the City Administrator/Manager or the designated representative of the City Administrator/Manager.
2. Postage, stationery, office supplies, tools, vehicles, and equipment purchased and owned by the City are to be used only in the conduct of City business. No City employee shall use these items in the conduct of their personal affairs without prior approval.
3. Employees shall only utilize City reproduction copiers for City business unless making restitution for said use in accordance with established guidelines and procedures.
4. An accounting of all gasoline purchased and used by the City shall be made and reports of usage filed as required by the City Administrator/Manager.

Section 15-03: Utilities

Effective Date: 08/07/17

Departmental requests for new City electric, gas, and telephone utility installations or additional services must be approved in advance by the City Administrator/Manager.

Section 15-04: Energy Policy

Effective Date: 08/07/17

The City of Venus seeks to establish a policy for reduction of energy consumption in City facilities through wise and cost-effective energy management and appropriate energy efficient technology. Energy consumption and operating costs will be reduced without compromising health, comfort, and safety of occupants, while demonstrating responsible use of natural resources and complying with Senate Bill 12, Article 3 Energy Efficiency.

City of Venus employees are expected to adhere to the established policy and work to promote energy efficiency at City facilities.

Section 15-05: Purchases

Effective Date: 08/07/17

No purchases shall be made in the name of the City by any employee except by following the procedures outlined in the City purchasing guidelines or as approved by the City Council and or City Administrator/Manager.

Section 15-06: Safety

Effective Date: 08/07/17

Department heads shall be responsible for preparing and promulgating safety procedures applicable to all personnel and operations under their control. Each employee is required to

adhere to all safety procedures set forth by the City, the State, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate department heads and to inform their supervisor of any on-the-job injury or accident.

Section 15-07: Work Breaks

Effective Date: 08/07/17

1. **Work Breaks:** It is the policy of the City to allow two (2) fifteen (15) minute work breaks at the discretion of the department heads and the City Administrator/Manager. One (1) work break is to be taken in the morning and the other in the afternoon. Work breaks shall be taken at convenient times without leaving and employee's duties or telephone unattended. Breaks are not considered an employee's right, but a privilege. At no time will work breaks accumulate for later use or to take precedence over the work situation on any given day.
2. **Lactation Break:** Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by their supervisor. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up. A private room will be provided for nursing mothers to use. Employees who have a private office may use it if they prefer.

Section 15-08: Use and Maintenance of City Equipment and Facilities

Effective Date: 08/07/17

1. **Use of City Equipment and Facilities:** The use of City equipment and facilities for private use is prohibited without prior approval of the City Administrator/Manager. Under no circumstances shall City equipment or facilities be loaned or rented without this approval.
2. **Maintenance of City Equipment and Facilities:** It is the responsibility of all employees to help maintain a safe and well maintained work environment independent of the level of cleaning services provided by the City, including but not limited to your immediate work space or office, City equipment, customer service areas, the outside grounds of City facilities, parks, parking lot areas, hallways, kitchen or break areas, bathrooms, lobbies, Council Chambers. Any safety or maintenance issues that an employee is not able to take care of themselves is to be reported immediately to the proper personnel.

Maintenance of any area of City facilities, grounds, or equipment includes cleanliness, organized work spaces, creating inviting public or customer service areas, areas free of debris or trash, and providing an overall pleasant and well-maintained appearance. Neglect of this policy could result in counseling, warning, and /or formal disciplinary action up to and including termination of employment. Reporting to work in a clean and professional environment helps the City to present a positive and professional public image.

Section 15-09: Professional Memberships and Subscriptions **Effective Date: 08/07/17**

The City will participate in the cost of professional memberships and subscriptions for employees applicable to their positions; provided the necessary funds are available. Requests for memberships and subscriptions must be approved by the City Administrator/Manager or designee prior to participation.

Section 15-10: Meal Breaks **Effective Date: 08/07/17**

The scheduling of employee meal breaks will be determined by the department head to facilitate serving the public and permitting efficient department operations. Meal breaks shall not exceed one (1) hour in length except for business lunches in which case the employee shall return to work within a reasonable time upon completion of the business lunch.

Section 15-11: Tobacco Free Policy **Effective Date: 08/07/17**

1. Statement of Purpose and Policy:

The City recognizes the hazards to health and environment created by the use of tobacco products. Out of concern for the health, safety and well-being of its employees and the general public, it is the goal of the City to maintain a tobacco-free environment in all municipal facilities, vehicles and any areas designated as tobacco-free.

2. Administrative Procedures

- A. Smoking and the use of smokeless tobacco products (dip, chew) is prohibited within any municipal facility of the City and any areas designated as tobacco-free.
- B. Smoking and the use of smokeless tobacco is prohibited in City vehicles.
- C. It shall be the responsibility of Building Services to place signage reading "No Smoking- City of Venus Ordinance No. [current]" at the main entrance of all municipal facilities.
- D. Any person desiring to file a complaint against a violator of this policy may do so without fear of retaliation by contacting the department head/division manager over the employee(s), involved in the alleged violation. It shall be the responsibility of the department head/ division manager to attain resolution of the complaint. The employee also has the option to report the violation directly to the next level of supervision if the complaint has not been resolved or the employee may be subject to retaliation. The complaint shall be kept confidential and restricted to those who have a need or right-to- know.

Section 15-12: Health Insurance Portability and Accountability Act (HIPAA) **Effective Date: 08/07/17**

- 1. **Administrative Directive -** The City of Venus will comply with federal regulations governing the Health Insurance Portability and Accountability Act ("HIPAA") of 1996. The act ensures the privacy of all protected health information ("PHI") and that such information be kept confidential and not be released to any party without the consent of the employee, or citizen if applicable, except where otherwise outlined by law.

The Department of Health and Human Services ("DHHS") has outlined regulations, which set both monetary and civil penalties for the wrongful disclosure of PHI. These

penalties may apply to both the organization and or the individual wrongfully disclosing information that falls under the definition of PHI. The DHHS has also outlined several entities that must comply with the new regulations. These entities include health plans, health care providers, clearing houses, insurance carriers and business associates with access to PHI. Privacy regulations set for by the DHHS supersede existing state law, except where state laws are stricter than federal regulations.

All City employees and representatives of the City, where applicable, will be required to comply with the procedures set forth in this directive. The City Administrator/Manager and or City Attorney, will be responsible for advising departments and supervisors on the disclosure of any and all health-related information. Additionally, Human Resources or its designee will be responsible for the education of City employees as well as representatives of the City where applicable, regarding new procedures set forth in this directive.

2. **Applicability** - This administrative directive shall apply to all City employees and representatives of the City where applicable.

3. Definitions

- A. ***The Health Insurance Portability and Accountability Act*** of 1996 is often simply referred to as ***HIPAA***. The act ensures the privacy of all protected health information (PHI). Additionally, the act ensures that such information be kept confidential and not be released to any party without the consent of the employee, or citizen if applicable, except where otherwise outlined by law.
- B. ***Protected Health Information (PHI)*** is defined as any information that identifies the individual(s) to whom the PHI pertains, could be used to identify the individual(s) to whom the PHI pertains, is created, received, or transmitted by a health plan, provider, clearing house or business associate, and or in any way relates to the past, present or future physical or mental health of the individual(s).
- C. ***Business Associates*** includes anyone the City enters into a contract with that may have access to protected health information (PHI).
- D. ***Qualified Recipients*** are defined as any recipients of Protected Health Information (PHI) who meet the guidelines set forth by the Department of Health and Human Services (DHHS). In order for a recipient to be considered a qualified recipient, they must have adopted administrative procedures for the protection of PHI as outlined by the DHHS and meet the guidelines of a covered entity as outlined by the DHHS.

4. Scope

This directive establishes six (6) key expectations for the City of Venus:

- A. Procedures for preventing the wrongful disclosure of PHI, as well as audit procedures for those departments/divisions that have access to PHI.
- B. Provisions for the review of any business contracts where the business associate may have access to PHI.
- C. A training and education plan to inform all existing and new employees about these procedures and how they will be affected.
- D. The rights of employees and citizens, where applicable, regarding their PHI.
- E. Guidelines for amending these procedures as the DHHS hands down additional regulations or changes to existing regulations.
- F. No employee or representative of the City, where applicable, shall disclose the nature of a medical condition of an employee, their dependents, or a citizen through formal means such as meetings, newsletters, without the written consent of the person to whom the information pertains.

5. Procedures

This directive establishes the following procedures and guidelines for the HIPAA directive.

- A. The City Administrator/Manager and City Attorney, will identify any department/division that has access to, or may have access to PHI. In conjunction with that department/division(s), Human Resources will identify who may be allowed to have access to that information and under what circumstances, if any; that information may be disclosed and to whom that information may be disclosed.
- B. In coordination with the affected department/division(s), Human Resources will designate a Privacy Officer(s) who will have the responsibility of monitoring the activities of all disclosures for their area.
- C. Protected health information (PHI) will be kept separate from any other files pertaining to the employee and their performance, payroll documents, work history or any other job related information. Such PHI may not be used for any personnel related decisions such as compensation, benefits, promotions, or disciplinary actions.
- D. As outlined by the DHHS regulations, PHI will only be disclosed for the following reasons:
 - i. **Treatment:** Protected health information (PHI) may be released to qualified recipients for the treatment of any condition related to a City of Venus benefit. These benefits include health, dental, vision, life, disability, employer assistance program and workers' compensation. The City will not release any information for any treatment outside of its benefits program.
 - ii. **Payment:** Protected health information (PHI) may be released to qualified recipients for the payment of any services related to a treatment provided under a City of Venus

benefit.

- iii. **Healthcare Operations:** Protected health information (PHI) may be released to qualified recipients that will allow the City to complete healthcare operations. For example, information may be released during the City's request for proposal process or bid process for the purpose of acquiring healthcare services.
- E. Protected health information (PHI) will not be released to the employee's family members unless they are covered by the benefit or have the written consent of the employee. The exception to this will be the spouses of employees with dependent minor children covered by the benefit. Protected health information (PHI) will not be released to the spouse of an employee or the employee of a covered spouse without the written consent of the person to whom the information pertains. Additionally, if a power of attorney designation has been made, information may be released to that individual. In the event of an emergency, the person designated as the emergency contact in official City personnel records for the employee, will be allowed access to PHI. The City will set procedures for positively identifying any attorney, dependents or relatives approved to request PHI on behalf of the employee.
- F. The City of Venus will not release any protected health information (PHI) through electronic means, such as faxes and emails, without the written consent of the employee unless it meets the Department of Health and Human Services (DHHS) guidelines regarding treatment, payment, or healthcare operations. The City will not release information to a third party for any reason not related to treatment, payment, or healthcare operations. In such instances, the information will only be released to the employee directly after giving written consent releasing the City of Venus from any liability.
- G. The City will set forth tracking and auditing procedures for the disclosures of all PHI. The information will include the type of disclosure, information disclosed, reason for disclosure, to whom the information was disclosed and the date of the disclosure.
- H. The City will include disclaimers regarding the use of PHI in all disclosures.
- I. Human Resources or its designee will be responsible for sending HIPPA compliance letters to all business associates with business related to the guidelines issued by DHHS.
- J. All applicable correspondence, consent forms, and acknowledgement forms will contain language stating the City's compliance with the DHHS regulations.
- K. Detailed written procedures regarding the aforementioned requirements outlined by the DHHS will be kept in Human Resources, Fire and Police as applicable to the services and or benefits provided by those departments/divisions.
- 6. **Contracts** -Human Resources or its designee will review any contracts that may involve the use and/or disclosure of PHI. Proper verification will be made to ensure that the business associate with whom the contract is signed has taken appropriate action to protect any PHI,

and that they are in compliance with DHHS regulations.

7. **Training and Education** - Human Resources or its designee will set up training and education guidelines to ensure that all City personnel, including supervisors, affected departments, and representatives of the City where applicable, are aware of their responsibilities under the new regulations. All current employees will be educated on the procedures affecting the release of PHI and they will give consent for the release of such information. Additionally, guidelines will be set to educate new employees, representatives of the City, and to update current employees regarding changes in regulations and amendments to current legislation.
8. **Rights of Employees** - As outlined by the DHHS regulations, employees have the following *rights* under the HIPPA legislation:
 - A. Review a copy of his/her own PHI.
 - B. Receive confidential communications containing PHI.
 - C. Request restrictions on the uses and disclosures of certain types of PHI.
 - D. Request amendments to their person PHI.
 - E. Receive an accounting of any disclosures of PHI not used for the purposes of treatment, payment, or healthcare operations.
9. **Amendments to HIPAA Directive** - As part of the Department of Health and Human Services (DHHS) regulations, this directive may be amended at any time due to changes in corresponding City policy or by changes made by the DHHS. If at any time new state laws become stricter than the current federal legislation, this directive will be amended to reflect those laws. New procedures or amended procedures may be put into place as business associates and practices change. Human Resources will coordinate the training and education of any amendments to this directive.

Complaints - Any complaints about the violation of this directive or rights as described in the attached notice should be made to the Privacy Officer designated in Human Resources or other area. Additionally, complaints may be made to the Department of Health and Human Services (DHHS).

Chapter 16

DEFINITIONS

Section 16-01: Definitions

Effective Date: 08/07/17

Age Harassment – Slurs, jokes and other verbal, non-verbal, or physical conduct directed toward an individual's age status, may constitute harassment when:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or
2. Has the purpose or effect of interfering with an individual's work performance.

Computer Software – The City of Venus purchases software necessary for conducting City business based on departmental roles and needs. Specialized software must be approved by the Information Technology. Unauthorized software is prohibited from being used by and/or installed on City computers or other related equipment. Employees and other users are prohibited from copying City-licensed software and violation of such software licensing laws is subject to civil and criminal penalties. Software may not be downloaded from the Internet without Information Technology's approval and appropriate preventative virus measures. Software should be registered in the name of the City of Venus.

City Premises - All City property, including vehicles, lockers, and parking lots.

City Property - All City owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.

Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. Copies are maintained for employee review by Personnel and Health Services.

Department Head refers to the person designated as the supervisor, manager or director of a department/division.

Disability Harassment – Slurs, jokes, or physical conduct directed towards an individual's disability status, may constitute harassment when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or
2. Has the purpose or effect of interfering with an individual's work performance.

Note: **Disability** means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual, as such term is defined in the American with Disabilities Act (ADA), 42 USC 12102; a record of such an impairment; or being regarded as having such an impairment. This would include, but not be limited to, an individual with sight impairment (blindness), hearing impairment (deafness), medical conditions such as heart disease, epilepsy, muscular

dystrophy, cancer, mental illness, alcoholism, HIV disease, and other physical and mental medical conditions, which are protected by Federal law.

Drug - A drug is any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.

Drug Paraphernalia - Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Eligibility for Rehire - Employee terminated for violating a provision of this policy or procedures shall not be eligible for future employment with the City in any capacity.

Emergency Situations - It is recommended that employees who are confronted by, or who encounter an armed or dangerous person not attempt to challenge or disarm the individual. Employees should use his/her best judgment under the circumstances to avoid injury to themselves or others. If the employee can contact the police department, emergency assistance and/or a supervisor without endangering the safety of themselves or others, such notice should be given. Otherwise, the employee should remain calm, cooperate, follow the instructions given, provide good eye contact, and take all reasonable precautions to protect themselves and the lives of others.

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

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or
2. Has the purpose or effect of interfering with an individual's work performance.

Family Leave – Includes a request for leave: (1) because of the birth or adoption, including placement for foster care, of the employee's child and in order to care for the child, provided leave is taken within twelve (12) months of the birth, adoption, or placement of the child, (2) to care for the employee's spouse, child, or parent if the spouse, child, or parent has a serious health condition; or (3) for use by the employee for a personal, serious health condition that makes the employee unable to perform functions of his or her position. A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. Medical verification of such an event is required in all cases, including a seriously ill family member or the employee. In the event of an employee's serious medical condition, a doctor's release to return to work is required.

Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

Hardware Ownership – Computer equipment provided for employees remains the property of the City of Venus. Personal computer hardware including printers, scanners, interface equipment, portable drives, camera, microphones, speakers, and other computer related

equipment shall not be attached to or installed within computers or equipment owned, leased, and/or used by the City of Venus without the City Administrator/Manager approval. Any data, message, software, or other information stored on a City computer is the property of the City.

Human Resources - or designee refers to the person designated to supervise or represent Human Resources, or the person designated to act in his/her absence.

Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale, or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Individual With A Disability - A person with a physical or mental impairment which substantially limits one or more of the major life activities; a person with a record of such an impairment; or a person who is regarded as having such as impairment.

Involuntary Reserve Activation - (Order to active tour of duty) – is defined as being called to active duty and does not include voluntary activation.

Major Life Activities - Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The duration or expected duration of the impairment and the actual or expected permanent or long-term impact of the impairment are factors that are considered when evaluating whether the impairment substantially limits a major life activity. For example; someone with a broken arm would not be a person with a disability because the impairment is temporary. On the other hand, someone whose arm was not treated properly and suffers a permanent condition because of this may be "disabled" under the Act.

Mental Impairment - Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. It does not include sexual behavior disorders and psychoactive substance disorders resulting from CURRENT substance abuse.

Military Leave - is defined as leave to be used solely for fulfilling a military obligation that does not exceed fifteen (15) days.

Miscellaneous - The City of Venus has the right to search any areas on premises under City control for evidence of prohibited conduct and/or for weapons, including, but not limited to, computers, electronic mail, Internet records, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, City vehicles and personal vehicles parked on City premises. If appropriate or if probable cause of a crime exists, the City may contact the City Police to conduct individual searches of employees. All employees are expected to fully cooperate with the investigation into any incidents. Failure to cooperate with an investigation may result in adverse employment action against the employee, up to, and including termination of their employment with the City.

Municipal Facilities - Any Building or structure owned or operated by the City.

Physical Impairment - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems. For example, individuals with arthritis, cerebral palsy, epilepsy, multiple sclerosis, HIV, cancer, heart disease, or diabetes, may be considered persons with “physical impairments”.

Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.

Religious Harassment – Religious slurs, jokes, and other verbal or physical conduct relating to one’s religious beliefs, constitute harassment when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or
2. Has the purpose or effect of interfering with an individual’s work performance.

Reporting procedures - It is a matter of priority that law enforcement officials be notified as soon as feasible of any situation that has the potential for immediate danger to the safety of an employee or any person. Such situations may include, but are not limited to:

1. Causing or attempting to cause physical injury to another person;
2. Possession of a weapon while on City property or while on City business without proper authorization;
3. Expressing an intent to cause immediate physical harm; or
4. Intentional destruction or threat of immediate destruction of City property or another person’s personal property.

Any potentially dangerous situation must be reported immediately to a supervisor, department director as well as Human Resources and the City Administrator/Manager. Reports should be made regardless of whether the potential dangerous person is a co-worker or non-employee. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. Supervisors are required to document all threats, innuendos, or perceived threats as these are reported. All reports will be investigated administratively or criminally, whichever applies. This policy does not prevent employees from directly notifying law enforcement officials of potentially dangerous situations.

Sexual Harassment – Unwelcome advances, 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 to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting the individual;

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. Examples include:
 - Unwelcome sex oriented verbal "kidding";
 - Unwelcome teasing or jokes;
 - Subtle pressure for sexual activity;
 - Physical contact such as patting, pinching or constant brushing against another's body; or
 - Demands for sexual favors.

Supervisor - refers to the person (s) responsible for hiring employees, administering performance evaluations, and implementing disciplinary action.

Supervisor's Manager - refers to the person to whom the employee's direct supervisor reports.

Supervisory and Management Personnel - refers to persons designated as supervisors, managers, department heads as well as the City Administrator/Manager who has the full authority to hire, issue and or approve disciplinary action.

Testing - Is generally defined as a urine, breath, blood, or hair follicle test to determine chemical or drug content. Any employee may be tested for drug or alcohol use when there is "reasonable cause/reasonable suspicion" that:

1. use of a substance is affecting performance or,
2. the employee is engaged in any of the prohibited acts or activities listed in this policy

Tobacco Products - Any product, tobacco based, including smokeless tobacco, used for the purpose of smoking, dipping, or chewing. This definition shall also include cigars, pipes, e-cigarettes, snuff and chewing tobacco.

Under the Influence - A state of having a blood alcohol concentration in excess of the Texas state limit or more, where "alcohol concentration" has the meaning assigned to it in Texas Penal Code 49.01 or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

Vehicle - Any car, truck, bus, or van, owned or operated, by the City of Venus, used for conveying persons, supplies, equipment, etc.

Violent Conduct or Behavior - Violent conduct or behavior: includes, but is not limited to:

1. Causing or attempting to cause physical injury to another person;

2. Possession of a weapon, as defined by the penal code, on one's person or vehicle while on City property without proper authorization;
3. Intentional destruction or threat of destruction of City property or another person's personal property;
4. Aggressive or hostile behavior which creates reasonable fear of injury to another person or subjects another individual to emotional distress;
5. Surveillance without proper authorization;
6. Stalking;
7. Making threatening remarks or expressing intent to do harm to another person;
8. Making veiled threats of physical harm or similar intimidation;
9. Expression of suicidal or homicidal intent or thoughts; and acting in a hostile manner, expressing unusual agitation or excitement that may be accompanied by incoherent and/or irrational behavior.

Section 5-01: Holidays**Effective Date: 08/07/17**

- A. Ten (10) paid holidays are extended to all full time employees upon hire,
The following paid holidays are declared official holidays for City
Employees: New Year's Day
Presidents
Day Good
Friday
Memorial Day (last Monday in May)
Independence Day (July 4th)
Labor Day (first Monday in September)
Two days at Thanksgiving (fourth Thursday in November)
Christmas Eve
Christmas
- B. The City Council may declare special holidays in addition to theses. If this occurs, they will be taken according to established procedures. Only full-time regularly employees are entitled to receive the benefit of paid holidays.
- C. Exempt and non-exempt employees will receive eight (8) hours of holiday leave for each of the ten official City holidays.
1. Depending on the employees regular required work schedule, a combination of holiday leave, and other accrued time may be used.
 2. Holiday leave must be used in eight (8) hour increments
- D. It is the City's intent for employees to be off on City approved holidays. However, due to operational needs, employees may be required to work. Holiday leave off will be based on Department need and Department Head approval.
- E. Employees scheduled to work on holidays will be scheduled for another day off as requested and approved by the department.
1. In this case only, holidays may be banked for up to one year in a rolling calendar. Department Heads should coordinate with the City Secretary to track Holiday hours.
- F. Holidays in Conjunction with other leave types:
1. An employee shall not receive pay for a holiday if he is absent without authorization or uses Sick Leave on the holiday, or the working day immediately preceding or following a holiday(s). However, an employee, who schedules vacation in advance to be taken in conjunction with the holiday and with the approval of Department Head will be paid for the Holiday(s).

G. The following guidelines shall govern usage of Holiday Leave:

1. All regular full-time employees shall be entitled to all paid holidays.
2. Of the holiday falls on Saturday, the preceding Friday shall be observed, and if a holiday falls on Sunday, the following Monday shall be observed.

Section 5-01: Holidays
1/08/2023

Effective Date:

- A. Full-time employees will be granted 80 hours of holiday leave on January 1st of each year.
- B. The City Administrator is responsible for providing a holiday schedule by October 1st of each year for the following year so employees, the public, and council will be aware of which days will be recognized as official City Holidays. The schedule shall be posted in a fitting place on the City's website and communicated to employees and council members by email.
- C. Employees who start work after January 1st will be credited holiday hours in the amount necessary to take off any official City Holidays remaining in the calendar year after their start date.
- D. The City Council may declare special holidays in addition to these. If this occurs, they will be taken according to established procedures. Only full-time regular employees are entitled to receive the benefit of holiday pay.
- E. Depending on the employees' regular required work schedule, a combination of holiday leave, and other accrued time may be used.
- F. It is the City's intent for employees to be off on City approved holidays. However, due to operational needs, certain employees may be required to work. Holiday leave off will be based on Department need and Department Head approval.
- G. Employees scheduled to work on holidays will be scheduled for another day off as requested and approved by the department.
 - 1. In this case only, holidays may be banked for up to one year in a rolling calendar.
 - 2. It is the responsibility of the employee to ensure that they have requested the time necessary to use their holidays well in advance of the holiday expiring. Supervisors should make full faith efforts to assist employees in utilizing their holiday hours in a timely manner.
- H. Holidays in Conjunction with other leave types:
 - 1. An employee shall not receive holiday pay if they are absent without authorization or uses Sick Leave on the holiday or the working day immediately preceding or following a holiday(s) without providing a doctor's note.
 - 2. An employee who schedules time off in advance to be taken in conjunction with the holiday with the approval of Department Head or their designee will be paid for the Holiday(s).

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, ADOPTING PERSONNEL POLICIES FOR THE ADMINISTRATION OF EMPLOYEES OF THE CITY; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Venus (the “City”) has need for a policy which administers a personnel policy manual providing for a guide in the provision of compensation, benefits, discipline and attendance, among other issues; and

WHEREAS, the adoption of such policies is a practice that assists in providing management of human resources in service to the City; and

WHEREAS, the review and creation process has been completed by Staff, and the City Council wishes to adopt the manual as the personnel management policy of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS:

Section 1: ADOPTION

That the Personnel Policy Manual, as presented to the City Council is hereby adopted as the manual for the administration of the human resources of the City, repealing and replacing, in its entirety, all other such manuals and policies which may have been heretofore adopted by the City.

Section 2: SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Venus that the phrases, clauses, sentences, paragraphs, and sections of this Policy are severable, and if any phrase, clause, sentence, paragraph or section of this Policy should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall

not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Policy, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

Section 3: PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 4: EFFECTIVE DATE

This ordinance shall be effective upon passage.

ADOPTED AND APPROVED this the 8th day of January 2024.

CITY OF VENUS, TEXAS

BY: _____
Alejandro Galaviz, Mayor

ATTEST:

Callie Green, City Secretary