

City of Rocksprings Manual on Personnel Policies

For the purposes of this document the City of Rocksprings, Texas, shall be referred to as “City”, the whole body of Personnel Policies shall be referred to as “Personnel Policy”, and the duly elected representatives of the City of Rocksprings, Texas, and serving on the City Council shall be referred to as “City Council”.

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| Authority | 1. | All City personnel policies or amendments to the policies shall be approved by the City Council before becoming effective. They shall be reviewed annually at each September meeting. |
| | 2. | The City Council shall have the authority to make decisions and take action in regard to any personnel matters that are not addressed in these policies and that are not regulated by federal, state or local laws. Other contractual or valid agreements whose acknowledgment forms have been signed and filed take precedence over these personnel policies. |
| Policy Changes | 3. | The City Council shall have the authority to add, change, or delete whenever the City Council deems such action necessary or desirable. |
| Deviation | 4. | If it is determined to be in the best interest of the City, the City Council may elect to deviate from any personnel policy, provided that such deviation is not in violation of any federal or state law or any other legally binding agreement. |
| | 5. | Whenever a decision is made to deviate from any written personnel policy of the City, written documentation shall be prepared that explains the reason for the deviation. |
| Severability Clause | 6. | Each personnel policy of the City shall stand alone and not be dependent on any other policy for validity unless specifically stated within the policy. |
| | 7. | If a policy is found to be invalid for any reason it shall not affect the validity or application of any other policy in this manual. |
| Application | 8. | All personnel policies shall apply consistently and uniformly to all City employees unless specifically stated in the individual policy. |
| Not a Contract | 9. | Nothing herein contained shall be deemed to constitute a contract of employment or any part thereof with any employee. If a policy is changed, revised, or not followed in a particular case, any affected employee shall have no legal recourse against the City. Notwithstanding any other provisions herein, all City employees are “employees at will” and the employment relationship can be terminated at any time without penalty by either the employee or the City. |
| City Council | 10. | Any reference in these policies to the City Council shall mean the Rocksprings City Council sitting in an official meeting and no council member shall have the authority to speak for the Council. The Minutes of the City Council shall be conclusive as to determining what action the City Council has taken. |

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Personnel Policy
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City of Rocksprings

Policy on Equal Employment Opportunity

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| Ability | 1. | Ensure all employment actions are based on the ability of an individual to perform the duties and responsibilities of the position. |
| Affirmative Action | 2. | Enhance an individual's ability to gain access into the state service and system, which includes providing accommodations to people with disabilities. |
| | 3. | Determination of reasonable accommodation will be made at the discretion of the City Council in accordance with the Americans with Disabilities Act in its current revision. |
| Equal Opportunity | 4. | Ensure compliance with federal, state and local nondiscrimination laws that affect and are applicable to the City. In addition to applicable laws to the City, the City will not discriminate against any job applicant or employee on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, the City will not tolerate harassment, retaliation, and unfair honesty testing as prohibited by federal, state and local law. |
| Monitoring | 5. | The City Council is committed to providing and monitoring equal employment opportunity / affirmative action (EEO/AA) to all job applicants and employees. |

City of Rocksprings

Immigration Law Compliance

- Procedure for Employment
1. Each employee hired after November 6, 1986, is subject to a document inspection process. This requirement applies to U.S. citizens as well as non-citizens.
 2. Each new employee must present all necessary documents as required by the Immigration Reform and Control Act (IRCA) within three (3) days of being hired or as required by Federal or Texas State Law whichever is sooner.
- Recordkeeping
3. The City Secretary shall be responsible for requesting, copying, updating and maintaining information needed by the IRCA.

City of Rocksprings

Policy on Employee Status

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| Full-Time | 1. | A full-time employee shall be an employee whose normal work schedule involves working no more than forty (40) hours per week. (2080 hours per year) |
| Part-time | 2. | A part-time employee shall be an employee whose normal work schedule involves working thirty-eight (38) hours or less hours per week. |
| | 3. | Part-time employees are not eligible for benefits or paid holidays. |
| Temporary Employees | 4. | Temporary employees shall include all employees in positions that are expected to exist for a specific period of time (normally less than one year) or until the specific project(s) for which they were hired is completed. |
| | 5. | Temporary employees are not eligible for benefits or paid holidays. |
| Employment Contracts | 6. | All employees work at the pleasure of the City Council and no employment contract, either expressed or implied, shall exist between the City and an individual for a definite or indefinite period of time unless such a contract is approved in writing by the City Council. |
| Background Checks | 7. | The City reserves the right to conduct a criminal background check on all employees, once a year pursuant with regulations of Chapter 145 of the Civil Practices and Remedies Code and other applicable law. |
| Educational Requirements | 8. | All employees must have a GED or HS diploma. Unless City Council decides to hire an individual without the proper diploma. The City has the right to conduct an educational check. |
| Mayor | 9. | The Mayor is not an employee as defined by these policies, and is not subject to any policy set forth herein for employees. |
| Council members | 10. | The members of the City Council are not employees as defined by these policies, and are not subject to any policy set forth herein for employees. |

City of Rocksprings

Policy on Vacation

- Eligibility 1. All full-time employees (see section on Policy on Employee Status) shall be eligible for the paid vacation benefit.
- Accrual Rate 2. The following table will be used to determine how much vacation an employee will earn after the completion of the first year of employment until January 1 of the following year:

If you start employment prior to the 15th of the month of:	If a full-time employee you will earn the following hours of vacation
January	80
February	72
March	68
April	64
May	52
June	48
July	40
August	32
September	28
October	20
November	12
December	8

3. Starting January 1, after the completion of one full year of employment, an eligible employee will be granted ten (10) workdays of vacation leave.
4. Starting with the first anniversary of employment and continuing through the 10th year of employment, an eligible employee shall earn vacation at a rate of 6 2/3 hours for each month of service. (The initial “vacation year” will most likely result in a vacation accrual of less than two weeks)
5. After an employee has completed ten (10) full years of employment, the employee shall earn an additional vacation day per year up to a maximum of fifteen (15) total vacation days. For example: 11 years = 11 days; 12 years = 12 days.

6. The City Council is committed to the idea that vacation time is important to the health and well-being of the employee. Unused vacation time may be extended until May 31st of the following year.
7. Requests for extended vacation time of 3 days or more shall be made through the employee's immediate supervisor at least two weeks in advance. Such a request shall be made in writing stating clearly the inclusive dates requested. The Mayor or Mayor Pro-tem and the supervisor shall approve or deny the requested vacation time. The Mayor or Mayor Pro-tem shall take into account work projects that are in progress or that have been scheduled. The Mayor or Mayor Pro-tem also has the ability to award an additional day of vacation when circumstances merit such an award. (For example, when special projects arise that require that scheduled and approved vacation time be withdrawn on short notice) The Mayor may appoint a designee to approve or deny vacation requests.

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| Partial Vacation Time | 8. | Employees should make requests at least one day in advance for time off of less than three days. The first employee to turn in time off sheets will get the days. The City will not allow more than two employees out on the same days, unless an emergency, sickness, or death in the immediate family occurs. |
| Holiday During Vacation | 9. | If a holiday occurs while an employee is on vacation that day shall be charged to holiday leave and not vacation leave. |
| Pay at Termination | 10. | Individuals who leave City employment after giving two weeks notice shall be paid for unused vacation time. |
| | 11. | Employees terminated for cause will not be paid for vacation time. |
| | 12. | Individuals who leave City employment without giving two weeks' notice shall be paid for unused vacation accrued in the prior year, but not for any vacation accrued in the current year. |
| Recordkeeping | 13. | The City secretary shall be responsible for maintaining records for each City employee showing vacation accrued, vacation used, and current vacation balance. |

City of Rocksprings

Policy on Holidays

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| Eligibility | 1. | All regular employees shall be eligible for fourteen (14) paid holidays each year. |
| Holidays | 2, | The City Council shall approve and post a schedule of paid holidays each year. |
| | 3. | The paid holidays observed by the City are as follows:

New Year's Day
Martin Luther King's Day
Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve
Christmas Day
Employee's Birthday (must be requested 2 weeks in advance and taken within the week of the birthday, but not on a Mon or Fri) |
| Benefit | 4. | Eligible employees shall receive one workday off with pay for each holiday. |
| Weekend Holiday | 5. | If a holiday falls on a Saturday, the preceding Friday shall be observed. |
| | 6. | If a holiday falls on a Sunday, the following Monday shall be observed. |
| Work on a Holiday | 7. | If an employee is required to work on a holiday the employee shall be allowed to take another day off with pay in compensation for the lost holiday. Hours worked on a holiday will be paid at overtime rate for hourly employees. |

Holiday During Vacation 8. If a holiday falls during an employee's vacation, that day shall be charged to holiday leave and not vacation leave.

City of Rocksprings

Policy on Medical Leave

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| Eligibility | 1. | Employees are eligible to receive compensation for medical leave after 180 days (6 months) of employment have been completed. Employee must be classified as full time unless otherwise approved by City Council. |
| Accrual Rate | 2. | No medical leave will be accrued during the first 180 calendar days (6 months) of employment. |
| | 3. | After 180 days (6 months) of employment, eligible employees shall accrue medical leave at a rate of one (1) day for each month worked. |
| Maximum Accrual | 4. | The maximum number of days of unused medical leave that an employee can have at any one time is twelve (12) 8-hour working days (96 hrs). |
| | 5. | Medical leave may be used for the employee's or employee's immediate family's illness or medical appointments. |
| Termination | 6. | Unused medical leave will not be paid upon termination of employment. |
| Recordkeeping | 7. | The City Secretary shall be responsible for maintaining records for each City Employee, showing medical leave accrued, medical leave used, and current medical leave balance. |
| Unpaid Leave | 8. | In Accordance with the Family and Medical Leave Act of 1993 (FMLA) unpaid leave will be granted as required by law for a small governing entity. |

City of Rocksprings

Policy on Leaves of Absence

- Leaves of Absence
1. Leaves of Absence may be granted in certain situations that require employees to be absent from work for extended periods of time.
 2. Requests for Leaves of Absence must be in writing detailing the start date, length of absence and reason for the request. The request should be submitted to the employee's supervisor as far in advance as possible.
 3. Leave of Absence requests will be considered on the basis of the reason for the leave, the employee's job performance, and the length of service.
 4. All requests for Leaves of Absence must be approved by the City Council prior to the employee leaving work. The City cannot guarantee that a position will be open when the employee returns to work.
 5. Leave of Absence will not be compensated. Vacation and Medical Leave are not accrued while the employee is on a Leave of Absence. Health Insurance, Life Insurance, and Retirement will not be carried on the employee during the leave of absence.
 6. An employee injured either on or off duty MUST provide the City Secretary with a Release to Work letter from his/her treating physician, which provides either a full release to work or identifies work restrictions and the time frame for the work restrictions. The Mayor, Mayor ProTem or a City Council member may approve the employee's return to work upon receipt of the Return to Work letter from the employee's physician.

City of Rocksprings

Policy on Bereavement Leave

Eligibility	All full-time employees shall be eligible for Bereavement leave.
Length	With the Supervisor's approval, an employee may take up to three (3) workdays off with pay if a death occurs in the employee's immediate family.
Definition of "Immediate Family"	For the purposes of this policy, immediate family shall include: employee's spouse, employee's children, employee's spouse's children, employee's parents, employee's in-laws, employee's step-parents, employee's grandparents, employee's grandchildren, employee's spouse's grandparents, employee's spouse's grandchildren, and employee's siblings.

City of Rocksprings

Policy on Jury Duty and Witness Leave

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| Eligibility | 1. All full time employees are eligible for jury duty and witness leave benefits. |
| Jury Duty | 2. Eligible employees called to jury duty shall receive leave with pay for the workdays lost during the jury selection process and, if selected, the time spent in serving on the jury.

3. Employees released from jury duty prior to the end of the workday shall be required to return to work for the remainder of the workday.

4. Any fees received for jury duty may be retained by the employee. |
| Official Court Attendance | 5. An eligible employee subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the City will be paid for such period as the employee's court attendance may require.

6. If an employee is absent from work to appear as a party in private litigation, the time off shall be charged to vacation leave or leave without pay. |

City of Rocksprings

Policy on Military Leave

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| Eligibility | 1. All full time employees shall be eligible for Military Leave benefit. |
| Guard and Reserve | 2. Eligible employees who are members of the National Guard or Active Reserve components of the United States Armed Forces shall be allowed paid Military Leave in accordance with the minimum Federal requirements. |
| | 3. Pay for attendance at Reserve and National Guard training sessions and exercises will only be authorized for such periods that fall within the employee's normal work schedule. |
| Orders | 4. An employee going on Military Leave shall be required to provide the City Council with a set of orders within three (3) days after receiving them. |
| Carryover | 5. There shall be no carryover of unused Military Leave from one calendar year to the next. |
| Active Military Service | 6. City employees who leave their positions as a result of being called to Active Military Service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the Federal and Texas State regulations in effect at the time of their release from active duty. |

City of Rocksprings

Policy on Group Medical Insurance

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| Eligibility | 1. | All full time employees will be eligible for Group Medical Insurance if otherwise eligible under the requirements of the Insurance Carrier. |
| Waiting Period | 2. | An employee shall be required to have been employed for ninety (90) calendar days before the employee can be covered by the Group Medical Insurance. |
| Premiums | 3. | The premiums for coverage on the employee shall be paid by the City. |
| Dependent Coverage | 4. | An employee may cover eligible dependents under the Group Medical Insurance provided the dependents meet the requirements for eligibility as defined in the master contract and the employee pays the full premium for dependent coverage. |
| | 5. | Premiums for dependent coverage shall be deducted from the employee's paycheck. |
| Benefits | 6. | A copy of the master policy for Group Medical Insurance, which gives the details of the benefits provided, shall be kept in the City Secretary's office and may be reviewed by employees at any time during normal working hours. |

City of Rocksprings

Policy of Employee Pension Plan

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| Participation Voluntary | 1. | Any full time employee is eligible to voluntarily participate in a Deferred Compensation supplemental retirement savings plan. |
| Waiting Period | 2. | The employee must wait 180 days before being eligible to contribute to the Employee Pension Plan, 403(b). |
| Contract | 3. | Any employee wishing to participate must sign a Participation Agreement allowing the City to defer a portion of each paycheck. |
| Recordkeeping | 4. | The City Secretary shall maintain records of payments as well as a copy of each employee's contract. The City Secretary shall withhold the amount (usually a percentage of the employee's gross income rather than a fixed dollar amount) designated by the employee from each paycheck, and shall forward that amount to the proper agency. |

City of Rocksprings

Policy of Group Term Life Insurance

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| Eligibility | 1. | All full time employees who have fulfilled a required 180 calendar day waiting period shall be covered by a Group Term Life Insurance policy, with the beneficiary designated by the employee. |
| Amount | 2. | The amount of the policy shall be \$10,000 (Ten thousand dollars) |
| Premiums | 3. | The premiums for the Group Term Life Insurance shall be paid by the City. |
| Coverage | 4. | A copy of the master policy that provides details of the Group Term Life Insurance coverage shall be available for review in the City Secretary's office during normal working hours. |

City of Rocksprings

Policy on Worker's Compensation

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| Eligibility | 1. All employees shall be covered under the City's Worker's Compensation insurance, pursuant to the terms of the contract and Texas State requirements in force at any given time. |
| Employee Responsibility | 2. An employee who suffers a work related injury or illness shall be responsible for notifying the employee's supervisor as soon as practical after the employee first realizes that a work related injury or illness has occurred. Except in unusual circumstances this notification should occur the same day the injury or illness occurs. The employee shall provide all information required in order for the City Secretary to assist in filing the proper forms for the incident. |
| Supervisor's Responsibility | 3. The Supervisor shall immediately notify the City Secretary. The Supervisor shall assist the employee to provide all information required in order for the City Secretary to assist in filing the proper forms for the incident. |
| City Secretary's Responsibility | 4. The City Secretary shall assist the Employee or the Supervisor in preparing a written report of the incident that caused the injury or illness. The City Secretary shall follow up with all required Workers Compensation forms until the doctor releases the employee. A complete and accurate file will be maintained in the office of the City Secretary. The City Secretary will notify the employee and their supervisor when she received a return to work release from the doctor. |

City of Rocksprings

Policy on Conflict of Interest and Outside Employment

- Conflict of Interest 1. A City employee shall not engage in any employment, relationship, or activity that would affect the employee's job efficiency or that would reduce the employee's ability to make objective decisions in regard to the employee's work and responsibility as a City employee.
- Prohibited Activities 2. Activities that constitute a conflict of interest under this policy shall include but not be limited to:
- a. Soliciting, accepting or agreeing to accept a financial benefit, gift or favor (other than from the City) that might reasonably tend to influence the employee's performance of duties for the City or that the employee knows or should know is offered with intent to influence the employee's performance.
 - b. Accepting employment, compensation, gifts or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties.
 - c. Accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the City.
 - d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the City.
 - e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.
- Outside Employment 3. Employees of the City may hold employment other than their job with the City provided such employment does not create a conflict

of interest or in any other way interferes with their ability to effectively perform the duties of the City job. This determination shall be made by the City Council in its sole discretion.

City of Rocksprings

Policy on Attendance and Timeliness

Attendance

1. Employees shall be required to be at work on all days scheduled unless the employee's Supervisor has given prior approval for absence.

Timeliness

2. Employees shall be required to work their entire schedule for each workday unless the Supervisor has given prior approval for the employee's late arrival or early departure.

Emergency

3. If an emergency arises causing an employee to be late or absent, the employee shall be required to contact the Mayor or City Secretary or the employee's Supervisor prior to the start of the workday to explain the situation.
4. If an employee fails to report to work or to call within one half hour after the start of the work schedule, the employee shall be placed on leave without pay until returning to work. After three days with no notice from the employee, it will be assumed that the employee has terminated employment with the City and consequent steps shall be implemented.

Unexcused Absence and Tardiness

5. Unexcused absences, tardiness. And early departures may make an employee subject to disciplinary action.

On Call

6. Employees on call must remain within the City during time of on call duty and answer all calls unless released by supervisor. On call employees must perform all duties assigned i.e.: answer calls for alerts, feed and water animals, collect AM readings, and other duties as assigned. All employees on call will be given a \$20.00 minimum payment for each day on call.

City of Rocksprings

Policy on Safety

- Safety
1. Each City employee shall be expected to perform the duties of the job in a safe manner.
 2. Employees observing any work situation that is unsafe for City employees or members of the public should take active steps to correct the situation whenever practical, and, if necessary, notify the Mayor or another member of the City Council.
 3. All accidents must be reported to the employee's supervisor immediately.
 4. All employees will be required to wear applicable personal protective equipment as the job demands:
 - a. Minimum equipment will be hard hat and safety glasses
 - b. When using high noise level tools, hearing protection in the form of ear plugs will be required.
 - c. When working in areas potentially contaminated with sewage, or trash OSHA requirements for the area will be required. (This includes foot wear.)
 - d. When working around compressed chlorine gas, respiratory protection must be immediately available.
 5. All employees will secure the area where they are performing work.

City of Rocksprings

Policy on City Equipment and Supplies

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| City Equipment and Supplies | <ol style="list-style-type: none">1. All City equipment, vehicles and supplies shall be used only for official city business and operation. This includes the use of cell phones and electronic devices. City equipment should be used only in a professional manner and the employee must conduct himself/herself appropriately at all times on or off the clock.
2. Personal use of City vehicles, equipment or supplies may make an employee subject to disciplinary action. Only employees are allowed at worksites and in a City-owned vehicle or as authorized by the employee's supervisor. |
| Valid Driver's License | <ol style="list-style-type: none">3. Anyone operating a licensed City-owned vehicle must have a valid Texas Driver's License and must show it on request to their supervisor. |
| Driving Records | <ol style="list-style-type: none">4. Individual driving records shall be reviewed annually in order to comply with Insurance company request. |
| Damage to Vehicles /Equipment | <ol style="list-style-type: none">5. Any damage to vehicles, equipment or other City property or caused by City property <i>must be reported immediately.</i> |
| City Tools | <ol style="list-style-type: none">6. Employee is required to keep an inventory of all tools on vehicle and be responsible for them. Inventory sheet copy is to be given to the supervisor. Employee is responsible for replacement costs. |

City of Rocksprings

Policy on Alcohol and Drugs

- Pre-employment Drug Testing
1. The City Council may require that a candidate be tested for drugs as a condition of employment, Pre-employment drug testing only allowed once offer has been extended unless safety or security concern is present. The candidate takes the position for employment only if the test(s) is (are) negative.
- Drug Testing During Employment
2. Urine testing for drugs may be required as a condition for continued employment upon reasonable suspicion described in subsection 3.
 3. Urine testing for cause may be required if:
 - a. Supervisor suspects' employee is under the influence, providing there is agreement for the testing by another supervisor or senior employee.
 - b. Employee is involved, as a driver, in a vehicular accident in a City vehicle or machine.
 - c. Employee is involved in other type of accident with circumstances that point to possible impairment of judgment.
 4. Breath testing for alcohol may be required if:
 - d. Supervisor suspects employee is under the influence, with the agreement of another supervisor or a senior employee.
 - e. Employee is involved, as a driver, in a vehicular accident in a City vehicle or machine.
 - f. Employee is involved in other type of accident with circumstances that point to possible impairment of judgment.
- Possession and Influence
5. Employees shall be subject to immediate disciplinary action, up to and including termination:
 - a. If the employee has illegal drugs or alcohol in their possession while on duty for the City; or
 - b. If the employee consumes alcohol or illegal drugs while on duty for the City; or

- c. If the employee reports for work under the influence of alcohol or illegal drugs.

City of Rocksprings

Policy on Discipline

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| Authority | 1. The Mayor shall have the authority to discipline any employee who violates the City’s policies or rules, abuses the benefits or privileges provided by the City, affects the efficient operation of any City function, either through action or inaction, or who brings negative attention to the City. |
| Discipline | 2. Based on the severity of the action, discipline may consist of a verbal reprimand, written reprimand, probation, suspension with or without pay, or termination of employment.

a. Three (3) written reports by a supervisor within a year will result in Council action. |
| Termination | 3. If the Mayor determines that termination is the appropriate discipline, the employee shall be suspended with pay until the City Council can meet, at which meeting the City Council shall vote on the appropriate disciplinary action. A Special Meeting of the City Council may be called for this action. |
| Documentation | 4. The Mayor shall make a written report of any disciplinary action, and shall date and sign such report. The report shall then be provided to the employee who will be requested to sign a statement indicating the employee has received and reviewed the report, and shall be allowed, if the employee wishes, to add written comments to explain the conduct in question. The report shall then be added to the employee’s file, and a copy of the report shall be reviewed by the City Council at its next meeting. |
| Appeal | 5. Any employee or former employee who feels wrongfully disciplined, or discipline more severely than his conduct warranted, may initiate a grievance under the City’s Policy on Grievances to explain the employee’s side of the incident and request that the disciplinary action be set aside, or made less severe. If the employee or former employee appeals the grievance to City Council, the meeting shall be held in accordance with the Texas Open Meetings Law, and the City Council shall decide among the following options:

a. Allow the Mayor’s decision to stand
b. Set aside the Mayor’s decision entirely
c. Amend the Mayor’s decision to provide for less severe disciplinary action. |

- d. Amend the Mayor's decision to provide for more severe disciplinary action.

City of Rocksprings

Policy on Grievances

Grievances

1. A current or former City employee may file a grievance on any term, condition, or activity of employment that the employee or former employee wishes changed, including an act or omission of another employee, Council Member, Mayor or Mayor ProTem. A current or former employee must initiate the grievance process within 15 days of the occurrence of the term, condition or activity the employee or former employee wishes changed, except for “Whistleblower” claims of which a grievance must be initiated no later than the 90th day after the occurrence.
- 2, Matters over which the City Council has no control, such as requirements of the Federal or Texas State law, shall not be considered grounds for a grievance.

Grievance Procedure

3. Grievances shall be handled in accordance with the following procedures:
 - A. The employee or former employee shall informally discuss the grievance with the employee’s supervisor or former supervisor stating the nature of the grievance and the action expected to resolve the grievance. Within three working days of the initial discussion the supervisor shall provide the employee with a decision as to whether the employee or former employee should proceed with the grievance. If the decision is not satisfactory to the employee or former employee or if no decision is received within three working days, the employee or former employee may proceed to the next step within five working days.
 - B. If the employee or former employee is not satisfied with the result in Step A, the employee or former employee may present a written statement of the grievance, along with a statement of the action desired to resolve the grievance, to the Mayor. If the Mayor is the subject of the grievance, the employee or former employee may present the written statement of the grievance, along with a statement of the action desired to resolve the grievance, to the Mayor ProTem. The Mayor, or Mayor ProTem when applicable, shall review the facts of the grievance and provide the employee with a written response within five working days. If the response is not satisfactory, or if no response is received within five working days, the employee may proceed to the next step within five working days.

C. If the employee or former employee is not satisfied with the result of Step B, the employee or former employee may present a written statement of the grievance, along with a statement of the action desired to resolve the grievance, to the City Council. The City Council may meet with the employee or former employee, other involved individuals, or take other steps necessary to obtain information on the facts of the grievance in conformance with the Open Meetings Act. The City Council may also designate a representative to meet with the employee or former employee, other involved individuals or take other steps necessary to obtain information on the facts of the grievance. The Council's designee shall present a report to City Council that includes the facts made basis of the grievance. The City Council shall provide the employee or former employee with a decision concerning the grievance at the meeting the Council considers the grievance or the following City Council meeting. The decision of the City Council is final.

(Policy of Grievances, Continued)

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| Deviation from Procedure | 4. | If any responding party will not be able to provide the employee with a response within the time frame set, that party shall explain the situation to the employee and set a date as to when a response will be given in writing. |
| | 5. | An employee may skip Step A or Step B in the grievance procedure if the employee desires and submit the grievance to City Council for final decision. |
| Retaliation | 6. | No elected official, appointed staff member or other employee shall retaliate against any employee for filing a grievance, whether such grievance is later found to be valid or invalid. |
| Standard | 7. | The standard of review shall be the best interests and safety of the citizens of Rocksprings and the entire workforce employed by the City. Fairness to an individual employee shall be a secondary consideration. |
| Recordkeeping | 8. | The City may dispose of or destroy any documentation, including e-mails, relating to a grievance submitted under this policy after the expiration of two years of the decision, except as provided by the Public Information Act or State law regarding record keeping. |

City of Rocksprings

Policy on Termination

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| City Employment | 1. All City employees serve solely at the pleasure of the City Council and employment may be terminated at any time by either the employee or the City for any reason that does not violate Federal or Texas State law. |
| Notice | 2. Except in the situation of a discharge for cause, the City shall attempt to provide the employee with two weeks notice prior to termination of employment. |
| Immediate | 3. Employees shall be discharged immediately if they are convicted of a felony, report for work under the influence of alcohol or illegal drugs or use them on the job, or are involved in any activity or action that the City Council determines to be significantly detrimental to the City and/or its goals. |
| Resignation | 4. Under normal circumstances, an employee shall be expected to give two weeks written notice prior to the effective date of resignation. |
| Final Paycheck | 5. Employees will be issued their final paycheck on the next regular pay day. |
| Vacation Pay Upon Termination | 6. Employees giving two weeks notice will be eligible for accrued vacation pay for the <i>current</i> year. |
| City Property | 7. All employees shall return all City property in their possession on their last day of employment. Employees who do not return City property may be invoiced for the fair market value of City property in their possession. |

City of Rocksprings

Policy on Annual Employee Performance Appraisal

Annual Appraisal

The Mayor or Supervisor shall meet with each individual employee of the City as needed. During this meeting the Mayor or Supervisor will evaluate the employee's work performance during the last year and shall set goals for the next year.

The format and performance evaluation procedure shall be determined by the Mayor

The Mayor or supervisor shall write a report of the results of the evaluation and goal setting. This report shall be added to the personnel file of the employee.

City of Rocksprings

Policy on Employee Salaries

Salary

1. The City Council shall set the salary of each City employee based on recommendations by the Supervisor or the Mayor.
2. Each City employee's salary shall be reviewed each July and raises may be awarded based on the financial situation of the City.
3. A City employee's salary may be reviewed at any time that a Supervisor submits such a request in writing to the City Council.

Probation

4. Full time and Part time employees will be hired on a probationary basis. After 90 days the employee will be retained on a permanent basis, remain on probation for an additional 30 days, or will be terminated.

End of Probation

5. If an employee is to be retained as a regular status employee, the employee shall receive a \$0.35 per hour increase in salary. This increase will be contingent upon the financial ability of the City at the time.

City of Rocksprings

Certification

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| Certification | 1. If a job requires certification, an employee hired to fill that position shall be notified as to exactly what certification is required and which measures must be taken to obtain the certification. |
| City Responsibility | 2. When the City can afford time and expenses to send the employee to proper training classes toward certification, the City shall allow time off, and shall pay fees for the school, as well as mileage, room and board in accordance with the City's policy on travel while the employee is attending the schools necessary to receive certification.

3. If necessary, the City shall allow the employee to retake any courses and examinations one time only, as soon as the employee is eligible to do so, and pay the expenses for the second attempt upon the approval of the Council. |
| Failure to Obtain Certification | 4. If any employee does not receive certification after two attempts or after one year of hire and the certification is a requirement of the position, the employee shall be terminated with two weeks notice. As required, the employee must request an extension in writing to the Council. |
| Affect on Salaries | 5. Certification or the lack of certification shall be a factor considered by the City Council when reviewing salaries.

6. An employee who has been decertified must become recertified within one year or be terminated. This requirement is only for those positions that have Certification as a job requirement. |
| Additional Certification | 7. Any employee attaining a higher level of Certification shall receive additional consideration for a salary increase contingent on city finances. |
| Certification in Other Fields | 8. Any employee attaining Certification in additional areas may also be eligible for a salary increase if the Certification is deemed vital to the City. This amount will be agreed upon by the City Council before the employee applies for Certification. |

City of Rocksprings

Policy on Work Week, Work Schedule and Pay Period

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| Work Week | 1. In keeping with the requirements of the Fair Labor Standards Act, the defined work week for all City employees shall be the seven (7) consecutive, twenty-four (24) hour periods that begins at 12:00 a.m. Monday to 11:59 p.m. Sunday. |
| Work Schedule | 2. An employee's work schedule shall be all times the employee is expected to be at work. |
| Work Day | 3. For purposes of computing leave benefits, a workday shall be the number of hours an employee would normally be scheduled to work in a work week divided by five (5). |
| Pay Period | 4. The pay period for City employees shall be every two weeks or 26 pay periods per year.
5. Direct deposit of the paycheck into a bank account of the employee's choosing is available.
6. If a payday falls on a holiday, the paychecks shall be issued on the last normal workday preceding the holiday.
7. Any compensation due for a pay period that is not included in the check for that pay period shall be included in the check for the following pay period. |

City of Rocksprings

Policy on Overtime and Overtime Compensation

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| Normal Working Hours | <ol style="list-style-type: none">1. Normal working hours for outside employees are from 7:30 a.m. to 4:30 p.m., with a one hour lunch period. Normal working hours for inside employees are from 8:00 a.m. to 5:00 p.m., with a one hour lunch period.2. Normal working hours are subject to change if deemed necessary for the best interests of the City. Normal working hours cannot be extended past forty (40) hours in the defined work week without the hourly employee being paid overtime. |
| Overtime | <ol style="list-style-type: none">3. Overtime shall be any time worked by the employee in excess of forty (40) hours in the defined work week.4. Time worked shall include all time spent in the service of the City as defined in the Fair Labor Standards Act (FLSA).5. Time for which pay would normally be due, but that is not time actually worked, such as paid leave, shall not be included as time worked for purposes of determining if overtime has been worked. |
| Advance Approval | <ol style="list-style-type: none">6. Employees must receive approval in advance from their Supervisor before working overtime except in emergency situations.7. Employees who work unapproved overtime except in emergency situations may be subject to disciplinary action. |
| Overtime Compensation | <ol style="list-style-type: none">8. Overtime for all employees not exempt under FLSA shall be paid at a rate of one and one-half times the employee's regular rate.9. Employees called back to work in an overtime situation shall be paid a minimum of one (1) hour overtime. |
| Recordkeeping | <ol style="list-style-type: none">10. Each employee shall be required to maintain an accurate record on a daily basis of all hours worked. The employee shall sign the time sheet and the Supervisor will approve the weekly time sheet.11. Records of hours worked shall be kept on the time sheet provided by the City. |

City of Rocksprings

Policy on Travel

Mileage	City employees required to use their own vehicles when traveling on official City business shall be reimbursed at the current Comptroller's mileage rate for each mile traveled.
Meals	<p>Employees on travel for the City shall be reimbursed at the rate of ten dollars (\$10.00) per quarter day for any meals that they may require. Employees shall submit receipts or proof of purchases for meals while on travel for the City.</p> <p>Daily quarters are as follows:</p> <p>12:00 midnight to 6:00 a.m.</p> <p>6:00 a.m. to 12:00 noon</p> <p>12:00 noon to 6:00 p.m.</p> <p>6:00 p.m. to 12:00 midnight</p>
Lodging	<p>If an employee is required to remain overnight while on City business, the City will pay for lodging expenses on the premises where the school or seminar is being conducted at the current Federal Government per diem rate.</p> <p>If lodging is not available on premises, the City shall pay for lodging within a reasonable distance and at a rate not to exceed One Hundred Fifty Dollars (\$150.00).</p> <p>The City shall also reimburse the employee for any other expenses deemed reasonable during a period of travel on City business.</p> <p>All travel must be pre-approved by the Mayor and Supervisor.</p> <p>No person who is not necessary to the transaction of official City business shall accompany the City employee if the Employee is driving a City owned vehicle.</p> <p>If an employee is to run personal errands while out of the City on official City business, such activities must be specifically pre-approved.</p>

City of Rocksprings

Policy on Employee Membership

Volunteer Fire Department

And Edwards County EMS, Inc.

Eligibility	All regular employees shall be encouraged to maintain membership in either one or both volunteer groups.
Call Out for Fires	Any employee that is a firefighter may answer a call for a fire within the City limits during regular working hours. Only one employee at a time may answer a call for a fire outside the City limits during regular working hours. The employee is expected to report back to work as soon as is practical after returning from a fire call.
Call Out for EMS	Only one employee may be “on call” at any time. However, employees who are EMS volunteers are expected to answer emergency calls when necessary.
Compensation	Employees who are volunteer firefighters or volunteer EMS responders, and who answer an emergency call, shall be compensated their regular wages during normal working hours.
Training	Employees shall receive their regular pay for attending training sessions for either volunteer fire service or volunteer EMS, for a maximum of 40 hours per year, provided they are active volunteers in these organizations.