**City of Zavalla**

**Order of Operations & Employee**

**Handbook**

**Elected City Officials**

**City Council Members**

**Nigel Boyles Jeff Mann Vacant Seat**

**Richard Brunk Angela Thompson Mayor: Brenda Cox**

**Adopted on July 10th, 2023, by the Zavalla, Texas City Council.**

**The City of Zavalla operates as a General Law City, Type A**

**242 E. Main St. Zavalla, TX. 75980 (936) 897-3311**

**Mission Statement**

**To ensure Zavalla is a desirable place to live where citizens feel safe, are proud of their community programs, and citizens have a place to grow, prosper, and provide for their families.**

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**Policy Updates: the City Council reserves the right to update terms of use at any time. All changes will be posted and city employees will be provided an updated copy of the changes.**

**Chapter One: The City of Zavalla has adopted the following dates for the City Calendar.**

* 1. **Date Adoptions:**

A. Deadlines related to Texas Law code and policy are to be proposed by the City Secretary, submitted by the Mayor, and approved by the City Council.

B. Dates related to the Day to Day Operations, such as but not limited to, employee schedules, performance evaluations, & Department Head Reports can be proposed by the City Secretary and approved by the Mayor.

**1.2 Recognizing Holidays and City Celebrations:**

A. The City Council has adopted the following policy concerning Holiday Celebrations: Saturdays are the chosen day the city will host events. We understand families want to be together and celebrate on a day that does not conflict with work schedules.

\* If a holiday falls on a Sunday, Monday, or Tuesday we will celebrate the Saturday prior to the date. If a holiday falls on a Wednesday, Thursday, or Friday we will celebrate the following Saturday.

1. July 4th Independence Day Celebrations/ Fireworks Show at the Rodeo Arena.

2.October 31st is Halloween - “Trick or Treat Night” will be that Saturday.

3.November: Fall Festival: To be Determined. No current event

4.December: Christmas Parade: will take place on the first Saturday in December. (City Employees will need to display decorations the first Monday in December) to allow for all Christmas Decorations to be enjoyed the entire month of December. The Parade will be the 1st Saturday in December and will be a lighted parade to begin at 6:30 pm. (this will allow for the Championship Games of the Zavalla Basketball Tournament to be completed and our citizens to enjoy both events)

5.March: Easter Celebration: Easter Celebrations will take place on Easter Sunday.

6.April: Spring Fling Celebration: To be Determined. No current event.

7.May: Memorial Day: The Flags will be displayed throughout town beginning the 3rd Monday in May, they will stay in observance of Flag day in the middle of June, and remain standing in observance of Independence Day. Flags will be taken down and stored away beginning the second Monday in July.

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| **January 2023** | | | | | | |  |  |  |  |  |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
| **1** | 2 | 3 | 4 | 5 | 6 | 7 |  | Jan 01 | | [New Year's Day](https://www.calendarlabs.com/holidays/us/new-years-day.php) | | |
|  | 4-Jan | | **Mayor Prep. Budget** | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |  | 4-Jan | | **Agenda Deadline** | | |
|  | ## |  | **Submit Agenda Packet** |  |  |
| 15 | **16** | 17 | 18 | 19 | 20 | 21 |  | ## |  | **City Council Meeting** | | |
|  |  | |  | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | Jan 16 | | [M L King Day](https://www.calendarlabs.com/holidays/us/martin-luther-king-day.php) | | |
|  |  | |  | | |
| 29 | 30 | 31 |  |  |  |  |  | 2,9,16,23,30 | | **Emplyee Weekly Schedules** | | |
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| **February 2023** | | | | | | |  |  |  | | | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  | 1 | 2 | 3 | 4 |  | 8-Feb | | **Agenda Deadline** | | |
|  | Feb 09 | | **Submit Agenda Packet** |  |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2/13/2023 City Council Meeting | | | | |
|  |  | | | | |
| 12 | 13 | **14** | 15 | 16 | 17 | 18 |  |  | | | | |
|  |  | | | | |
| 19 | **20** | 21 | 22 | 23 | 24 | 25 |  | Feb 14 | | [Valentine's Day](https://www.calendarlabs.com/holidays/us/valentines-day.php) | | |
|  | Feb 20 | | [Presidents Day](https://www.calendarlabs.com/holidays/us/presidents-day.php) | | |
| 26 | 27 | 28 |  |  |  |  |  | **6,13,20,27 Employee Weekly Schedules** | | | | |
|  | **Payroll** | | | | |
|  |  |  |  |  |  |  |  | **Dept. Head Reports &** | | | | |
|  | 3,10,17,24 | | **Budget Reports** | | |

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| **March 2023** | | | | | | |  |  |  | | | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  | 1 | 2 | 3 | 4 |  | 8-Mar | | **Agenda Deadline** | | |
|  | 9-Mar | | **Submit Agenda Packet** |  |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 13-Mar | | **City Council Meeting** | | |
|  | 16-Mar | | Event Meeting For Easter | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |  |  | |  | | |
|  |  | |  | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |  |  | |  | | |
|  |  | |  | | |
| 26 | 27 | 28 | 29 | 30 | 31 |  |  |  | | **Emplyee Weekly Schedules** | | |
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|  | 3,10,17,24,31 | | **Budget Reports** | | |
|  |  |  |  |  |  |  |  |  | [Template © calendarlabs.com](http://www.calendarlabs.com/excel-calendar) | | | |

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| **April 2023** | | | | | | |  |  |  |  |  |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  |  |  |  | 1 |  | Apr 05 | | **Agenda Deadline** | | |
|  | Apr 06 | | **Submit Agenda Packet** | | |
| 2 | 3 | 4 | 5 | 6 | **7** | 8 |  | 10-Apr | | **City Council Meeting** | | |
|  | 13-Apr | | Event Committee Mtg. | | |
| **9** | 10 | 11 | 12 | 13 | 14 | 15 |  |  | |  | | |
|  | Apr 07 | | [**Good Friday**](https://www.calendarlabs.com/holidays/us/good-friday.php) | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |  | Apr 09 | | [**Easter Sunday**](https://www.calendarlabs.com/holidays/us/easter.php) | | |
|  |  | |  | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 3,10,17,24 | | **Emplyee Weekly Schedules** | | |
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|  | 7,14,21,28 | | **Budget Reports** | | |

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| **May 2023** | | | | | | |  |  |  | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  | 1-May | | **Set out FLAGS** |
|  | 3-May | | **Agenda Deadline** |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | May 4 | | **Submit Agenda Packet** |
|  | ## |  | **City Council Meeting** |
| **14** | 15 | 16 | 17 | 18 | 19 | 20 |  | May 14 | | [**Mother's Day**](https://www.calendarlabs.com/holidays/shared/mothers-day.php) |
|  | May 29 | | [**Memorial Day**](https://www.calendarlabs.com/holidays/us/memorial-day.php) |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 31-May | | **Take Down Flags** |
|  |  | |  |
| 28 | **29** | 30 | 31 |  |  |  |  | 1,8,15,22,29 | | **Emplyee Weekly Schedules** |
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|  |  |  |  |  |  |  |  | 5,12,19,26 | | **Dept. Head Reports &** |
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| **June 2023** | | | | | | |  |  |  | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | |
|  |  |  |  | 1 | 2 | 3 |  | Jun 1 | | **Planning Committee Mtg.** |
|  | Jun 7 | | **Agenda Deadline** |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8-Jun | | **Submit Agenda Packet** |
|  | 12-Jun | | **City Council Meeting** |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15-Jun | | **Firework Meeting (ZVFD)** |
|  |  | |  |
| **18** | 19 | 20 | 21 | 22 | 23 | 24 |  | Jun 18 | | [Father's Day](https://www.calendarlabs.com/holidays/shared/fathers-day.php) |
|  |  | |  |
| 25 | 26 | 27 | 28 | 29 | 30 |  |  | 5,12,19,26 | | **Emplyee Weekly Schedules** |
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|  |  |  |  |  |  |  |  | 2,9,16,23,30 | | **Dept. Head Reports &** |
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| **July 2023** | | | | | | |  |  |  |  |  |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  |  |  |  | 1 |  | 1-Jul | | [**Fireworks Celebration**](https://www.calendarlabs.com/holidays/us/independence-day.php) | | |
|  | Jul 04 | | [**Independence Day**](https://www.calendarlabs.com/holidays/us/independence-day.php) | | |
| 2 | 3 | **4** | 5 | 6 | 7 | 8 |  | 5-Jul | | **Agenda Deadline** | | |
|  | 6-Jul | | **Submit Agenda Packet** | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | 10-Jul | | **City Council Meeting** | | |
|  |  | |  | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |  |  | |  | | |
|  |  | |  | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 3,10,17,24,31 | | **Emplyee Duty Schedules** | | |
|  |  | | **Payroll** | | |
| 30 | 31 |  |  |  |  |  |  | 7,14,21,28 | | **Dept. Head Reports &** | | |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 |  | 9-Aug | | **Agenda Deadline** | | |
|  | 10-Aug | | **Submit Agenda Packet** | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 14-Aug | | **City Council Meeting** | | |
|  |  | |  | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |  | 17-Aug | | Event Committee Mtg. | | |
|  |  | |  | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |  |  | |  | | |
|  |  | |  | | |
| 27 | 28 | 29 | 30 | 31 |  |  |  | 7,14,21,28 | | **Emplyee Duty Schedules** | | |
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| **September 2023** | | | | | | | | |  | |  |  | | | | | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | | **Sat** | |  | | NOTES: | | | | | | |
|  |  |  |  |  | 1 | | 2 | |  | | Sep 04 | | | [Labor Day](https://www.calendarlabs.com/holidays/us/labor-day.php) | | | |
|  | | 6-Sep | | | **Agenda Deadline** | | | |
| 3 | **4** | 5 | 6 | 7 | 8 | | 9 | |  | | 7-Sep | | | **Submit Agenda Packet** | | | |
|  | | 11-Sep | | | **City Council Meeting** | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | | 16 | |  | | 11-Sep | | | **Rememberance** | | | |
|  | | 14-Sep | | | Event Committee Mtg. | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | | 23 | |  | |  | | |  | | | |
|  | |  | | |  | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | | 30 | |  | | 4,11,18,25 | | | **Emplyee Weekly Schedules** | | | |
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| **October 2023** | | | | | | | |  | |  | | |  | |  | | | |  |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | |  | | NOTES: | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |  | | Oct 04 | | | | | **Agenda Deadline** | | | | | |
|  | | Oct 05 | | | | | **Submit Agenda Packet** | | | | | |
| 8 | **9** | 10 | 11 | 12 | 13 | 14 | |  | | Oct 09 | | | | | [**Columbus Day**](https://www.calendarlabs.com/holidays/us/columbus-day.php) | | | | | |
|  | | Oct 09 | | | | | **City Council Meeting** | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |  | | Oct 28 | | | | | [**City Trick or Treat Night**](https://www.calendarlabs.com/holidays/us/halloween.php) | | | | | |
|  | | Oct 31 | | | | | [**Halloween**](https://www.calendarlabs.com/holidays/us/halloween.php) | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |  | |  | | | | |  | | | | | |
|  | |  | | | | |  | | | | | |
| 29 | 30 | **31** |  |  |  |  | |  | | **2,9,16,23,30** | | | | | **Emplyee Weekly Schedules** | | | | | |
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| **November 2023** | | | | | | |  |  |  | | | |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  | 1 | 2 | 3 | 4 |  | 8-Nov | | **Agenda Deadline** | | |
|  | 9-Nov | | **Submit Agenda Packet** | | |
| 5 | 6 | 7 | 8 | 9 | 10 | **11** |  |  | |  | | |
|  | Nov 11 | | [**Veterans Day**](https://www.calendarlabs.com/holidays/us/veterans-day.php) | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 13-Nov | | **City Council Meeting** | | |
|  | 16-Nov | | Event Committee Mtg. | | |
| 19 | 20 | 21 | 22 | **23** | 24 | 25 |  | Nov 23 | | [**Thanksgiving Day**](https://www.calendarlabs.com/holidays/us/thanksgiving-day.php) | | |
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| 26 | 27 | 28 | 29 | 30 |  |  |  | **6,13,20,27** | | **Emplyee Weekly Schedules** | | |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  | NOTES: | | | | |
|  |  |  |  |  | 1 | 2 |  | 2-Dec | | **Christmas Parade** | | |
|  | 6-Dec | | **Agenda Deadline** | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 7-Dec | | **Submit Agenda Packet** | | |
|  | 11-Dec | | **City Council Meeting** | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  |  | **Staff Holidays** |  |  |
|  | ## |  | **Christmas Eve** |  |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | Dec 25 | | **Christmas** |  |  |
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| 24 | **25** | 26 | 27 | 28 | 29 | 30 |  |  |  | **Payroll** |  |  |
|  | **1,9,16,23,30** |  | **Dept. Head Reports** |  |  |
| 31 |  |  |  |  |  |  |  | **1,9,16,23,30** | | **Budget Reports** | | |
|  | **31** | | **End of Fiscal Year** | | |
|  |  |  |  |  |  |  |  |  | [Template © calendarlabs.com](http://www.calendarlabs.com/excel-calendar) | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Chapter Two: Order of Operations**

It is important to understand the differences between the Council members and Mayor. The system is designed to prevent one person from dominating decision making so all elected officials may work in unison to best serve the city:

Primarily, the City Council adopts ordinances and resolutions, creates employment positions, and oversees city finance. They Mayor enforces these ordinances and resolutions, brings applicants before the council, enforces budget, and ensures the city is functioning properly.

**Dress Code for City Administrators -** City Council Members / The Mayor / and City Employees are expected to dress casual professional at all council meetings. There are times when local news outlets will be present and you are accountable for your appearance and representation of our community. Shorts/t-shirts/ holes in jeans/sunglasses/ etc. are not permitted. You are expected to be well groomed. Citizens need to be able to clearly identify you.

* 1. **Role of the City Council - Office of Councilmember**: Councilmembers are the city’s legislators. Their primary duty is policymaking. This includes monthly meetings to identify the needs of residents, formulating programs to for the community, and measuring the effectiveness of ongoing municipal services. The City Council decides what needs to be done, budgets accordingly, and plans what the city will be for future generations. The City Council is accountable to the citizens of Zavalla and is expected to be helpful, informative, and courteous to its citizens.

Duties – The Council is responsible, but not limited to, the following duties.

1. Approves yearly budget
2. Approves ordinances / resolutions/ city programs.
3. Approves city employees / salaries / positions.
4. Amends City Handbook and Votes Ordinances in and out of circulation
5. Approves yearly city calendar.
6. Approves licenses and permits for new businesses inside the city limits.
7. Votes on and resolves issues of citizens that are brought before the council.
8. Prepares for Future City Projections by generating a “5-year plan”.
9. Ensures Infrastructure, Community Safety, & Emergency Programs are in place.
10. Ensures yearly Audits are current and available.
11. Workshops & Meetings – Refer to Texas Law Code for Mayors & Council Members.
12. Procedural Requirements for conducting a meeting- Refer to Texas Law Code for Mayors & Council Members.
13. Process for Filling Employee Vacancies

Step 1: The Department head will notify the Mayor of a vacancy.

Step 2: Mayor will have the City Secretary post the job for 14 business days.

Step 3: Mayor will assemble a hiring committee made up of the Department Head, the City Secretary, and the Mayor (may include the Mayor Pro Tem if desired)

Step 4: All applications will be given to the mayor the last day they are accepted. The Mayor & department head will select the top 3 candidates from resumes.

Step 5: The hiring committee will interview all 3 applicants and bring the lone finalist before the council for approval. (Reference checks and criminal history will be conducted before “in person” interviews)

Step 6: If the council does not approve, the process will start over.

Step 7: Applicants for Law Enforcement will be conducted between the Mayor and the Chief of Police.

1. Audit Requirements & State Law - Refer to Texas Law Code for Mayors & Council Members.
2. Filling Vacant Seats on the Council - In an effort to allow all eligible citizens an opportunity to be considered to for a vacant seat.

Step 1: City Secretary will post the position the first Monday after resignation.

Step 2: All applicants desiring to fill the position may fill out and submit the application through the city secretary.

Step 3. At the designated City Council Meeting, during open forum, the council will interview all applicants, nominate a lone finalist and vote into action.

**City of Zavalla**

**Application for Appointment of City Council**

**The City of Zavalla adopted an equal opportunity application process where any eligible citizen can apply to be considered for a seat on the City Council if a vacancy arise before the term is up. All applicants will receive the same list of questions that will aid in devising the best candidate to hold the position for the remainder of the term.**

**INDICATE TERM**: **Appointment for vacant seat on the City Council until filled by Election.**

**FULL NAME** (First, Middle, Last)

**PERMANENT RESIDENCE ADDRESS** (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)

**OCCUPATION (Do not leave blank): Important to understand skill set and availability (retired from ?)**

**DATE OF BIRTH:**

**TELEPHONE CONTACT INFORMATION (Optional)**

**Home:** **Office:** **Cell:**

**FELONY CONVICTION STATUS**: Sworn Statement You Must Check One Below.

* I have not been finally convicted of a felony:
* I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application

**LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN IN THE STATE OF TEXAS** : \_\_\_\_\_ year(s) \_\_\_\_\_ month(s) IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

**Why do you want to be a City Council Member?**

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**Do you have any special circumstances where attending special events and workshops would be an issue for you?**

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**State any areas of expertise you feel would be an asset to the City Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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* 1. **Role of the Mayor**: The Mayor is the city’s Chief Executive Officer. They are expected to enforce all ordnances and resolutions adopted by the City Council. The Mayor oversees all “day to day” operations of the city (solely) unless they designate a Department Head to oversee a project. The Mayor reports directly to the City Council.

1. Day to Day Operations: Refer to “S.O.P” – Standard Operating Procedures. Communicates with City Employees on a daily basis. Oversees all day to day operations of the city and is the spokesman for all city interactions.
2. Employee Vacancies & Evaluations: Insert Forms for Each City Position. Executes Employee performance evaluations / brings final applicants before council / handles citations or promotions of employee’s / handles resignations or terminations of employees.
3. Employee Duties & Work Schedules: refer to S.O.P
4. Proposes yearly budget - (including a 25% of total funds for contingence fund for emergency expenses).
5. Enforces ordinances / resolutions – After adoption.
6. Approves all Purchase Orders - from Department Heads and keeps department on budget and on task.
7. Community Outreach - Welcomes and promotes new businesses, and promotes economic development of the city, and takes part in all city festivals and ceremonies.
8. Emergencies - ensures all City Emergency Plans/relationships/ and equipment are current and up to date.
9. City Sectors & Infrastructure - Maintains a City Map listing all city plant locations, infrastructure improvements, and updates.
10. Conducts City Council Meetings and enforces Procedural Requirements: Refer to Texas Law Code for Mayors & Council Members.
11. Audit Requirements & State Law: Refer to Texas Law Code for Mayors & Council Members.
12. Mayor Pro Tem – The position will rotate between council members every 3 months so that every council member will have an opportunity to serve during their 2-year term. In the event the mayor resigns, the sitting Mayor Pro Tem will temporarily take over duties until an election can be held. The Mayor Per Tem is a temporary fill in and cannot resume the position. An election must be held.
    1. **Standard Operating Procedures by Department: “S.O.P” (work in process)**

**Department Heads:** oversee, purchase orders, budgets, inventory, weekly work schedules, daily operations, and employees in their department. They will perform performance evaluations on everyone in their department and either recommend them for renewal or termination of employment. They must be able to provide reports of information required by the City Council at each city council meeting. They must dress appropriately for safety and maintain a clean and orderly workspace.

1. **The City Secretary, Department Heads, & Employees**: Refer to S.O.P.
   1. Each Department Head and City Secretary will have a standard employee evaluation form and a standard operating procedure that is included in this packet.
   2. Each employee will have a standard evaluation form and weekly duty form to be filled out by the department head and submitted to the mayor at weekly meetings.

**Example of items to be placed on “S.O.P”**

1. **Provide Mayor with Weekly Service Reports pertaining to your department.**
2. **Provide Secretary with Fuel Reports and Equipment / Inventory Reports.**
3. **Maintain and keep a tidy, well maintained work space (including vehicles)**
4. **Department heads are expected to operate within the budget allotted by the city council and consistent with revenue generated within department. The general budget is to be used for contingency funds, infrastructure improvements, new city projects, and is not to compensate for mismanagement by department heads. The city will not use other funds to aid departments due to mismanagement, lack of preparation or fore thought.**
5. **Update city maps with pertinent information including but not limited to infrastructure, replacement, crime rates, moving and maintenance cycles.**

**2.4 Chain of Command:** All areas of concern are to be addressed in the following manner.

**City Employees**: Are accountable to their Department Heads and the Mayor. They are expected to understand their role, execute the City work schedule, adhere to all expectations set forth in the City Handbook.

**City Department Heads & City Secretary** – Are accountable to the mayor. They are expected to keep their departments functioning properly and inform the mayor of all questions and concerns.

**The Mayor** – Is accountable to the City Council. Is expected to inform the council of all operations impacting the city.

**The City Council** – is accountable to the Citizens of Zavalla and is expected to be honest and courteous at all times.

* 1. **Citizen Complaints & Employee Grievance Process:**

Citizens – Please bring issues you wish to be heard to the City Secretary first in an effort to get it resolved quickly. If you are not satisfied, please bring your issue before the Mayor. Finally, if your issues have not been resolved you may request for it to be placed on the agenda at the next available council meeting.

Employee’s– Addresses Department Head, if not satisfied then Mayor, if not satisfied then City Council.

Department Head – Addresses Mayor, if not satisfied Then City Council

Mayor – Addresses City Council

* 1. **State Law Regarding City Meeting Procedures:**

The following describes several specific requirements for council meetings, including:

1. Meetings be scheduled at a fixed time and place.
2. A Quorum of the council be present for the transaction of business.
3. Any question before the council be decided by majority vote of the members present and voting.
4. The mayor always presides. If present, if not, the Mayor Pro Tem will preside.
5. Every meeting of the city council must be conducted in accordance with the chapter 551 of the Government Code, the Texas Open Meetings Act.
6. Written notice of the date, hour, location, and subject of every council meeting be posted 72 hours in advance.
7. City Council meetings are open to the public, and they may comment on an agenda item at the appropriate times and when called upon by the mayor. You do not need to sign up to speak on an agenda item but you must abide by all Open Meetings Act protocol. You must sign up to speak in open forum on topics not on the agenda to bring to the council’s attention and may be considered for agenda in the future.
   1. **Social Media Policy** - In order to avoid any violation of the Open Meetings Act a social media policy has been adopted by the City of Zavalla. This policy applies to all employees, department heads, mayor, and city council members.

**Purpose**: To convey information from the City to its citizens, to facilitate a sense of community and for residents and businesses to communicate with and obtain information about the City of Zavalla online. The City of Zavalla encourages the use of social media to reach a broader audience and to encourage citizen participation. **The City website will remain the primary avenue for release of information.**

Policy Guidelines:

* 1. The City has an overriding interest and expectation in deciding who may “speak” and what is “spoken” on behalf of the City on social media sites. The city secretary & Mayor will have the sole discretion to approve what social media outlets may be suitable for use by the City and its departments. Each department that maintains a separate media site shall provide the Mayor and Secretary with site log-ins and passwords.
  2. All official city presences on social media sites are considered an extension of the city’s computer information network and are subject to retention schedules according to the Texas local government code chapters 201-205.
  3. The city reserves the right to remove any content that is not within these guidelines: Content specifically prohibited, profane language, political activity, solicitation of commerce, sexual content, confidential content, information that compromises the safety and security of the public or public systems, links to website or pages of outside entities not related to the city site.
  4. Use of personal accounts: Elected Officials should be aware of additional risk related to your general participation on social media.
     + 1. Open Meetings Act: communication between a quorum of council members about public business, no matter the forum or time, can constitute a meeting to which the Open Meetings Act applies.
       2. You should always use a disclaimer at the beginning of a post stating the views, postings, positions, or opinions expressed on this site are my own and do not represent those of the City of Zavalla Texas.
       3. Public Information Act: Be aware that a personal social media account, depending on its content may still be subject to the public information act.

**PERSONNEL POLICY HANDBOOK**

Executed this 13 day of April, 2015 by the Zavalla, Texas City Council.

Revised on January 14,2020 by the Zavalla, Texas City Council.

Revised on June 22, 2023 for review at workshop of City Council

Revised on June 28, 2023 for review at workshop of City Council

Adopted on July 10th, 2023, by the Zavalla, Texas City Council.

City Department Heads – Salary Exempt Positions

City Secretary: Leslie Wills

Chief of Police: James Denby

Public Works Director: Tom Bailey

City Employees – Hourly Positions

Water Compliance Coordinator-Operator: Joy Yarbrough

Court Clerk: Jennifer Moore

Water Department - Maintenance: Cody Day

Police Lieutenant: Vacant

Police Officer: Vacant

**CHAPTER THREE– GENERAL PROVISIONS**

**3.1 EMPLOYMENT AT WILL STATEMENT**

Nothing contained in this policy manual or in any other materials or information distributed by the City of Zavalla shall create a contract of employment between an employee and the City. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason and the City retains the right to terminate them at any time. No statements to the contrary (written or oral made) either before or during an individual’s employment will affect this. No individual supervisor, manager or officer can make a contrary agreement, except that the City Council can authorize a written employment contract with the employee, signed by position title of the person who is authorized to sign the employment contract only after a 2/3 vote of the Council at a legally posted public meeting. The policies in this manual are intended for all employees of the City of Zavalla. The city reserves the right to revise, change or terminate policies or procedures at any time, with or without notice.

The City of Zavalla is an employment-at-will employer as defined under Texas Common Law. As such, the employment relationship between the employee and the City is TERMINATION AT THE WILL OF EITHER THE CITY OR THE EMPLOYEE (WITH OR WITHOUT CAUSE) AT ANY TIME WITHOUT ANY NOTICE, AND FOR ANY REASON. The City may set rules and regulations governing the conduct of the employees, but no communication or practice shall limit or modify the employment-at-will relationship. Additionally, this handbook is not intended to create contract of employment, and no agreement or promise regarding an individual's employment is binding on the City unless it is in writing and approved by the City Council. The provisions of this document shall control over any conflicting statements made by any city employee, and the City has the right to change these policies at any time without notice.

**3.2 OBJECTIVE OF POLICIES**

The goal is to provide a uniform policy that is beneficial to the Employees and the City. This document and these policies are intended:

a. To provide a fair and equal employment opportunity to all qualified applicants on the basis of qualifications, merit and fitness. All applicants will be screened on fair and practical methods of recruitment and selection.

b. To develop a program of recruitment, advancement and tenure which will make employment with the city attractive as a career and thus encourage each employee to render his/her best services to the City.

c. To establish and promote high morale among city employees by providing a safe and efficient working environment.

d. To develop uniform personnel policies which will aid in the career advancement opportunities for the employees.

**3.3 INTENT NOT TO DISCRIMINATE**

The City will comply with the Civic Rights Act of 1964 (P.L. 88-352) and subsequent amendments thereto, and will not discriminate in its policies because of handicap, race, color, creed, national origin, religion, sex, or age. However, it must be recognized that in certain job classifications and in the performance of the duties of certain positions, qualifications must be set that may direct or restrict (in certain cases) the field of applicants to those who qualify for that particular position. It is also recognized that, by virtue of certain state laws, requirements will be placed on positions that require certain educational and experience qualifications.

It is also the policy of the City to comply with all applicable Equal Opportunity Legislation and the City considers itself to be an Equal Opportunity Employer.

**3.4 EQUAL OPORTUNITY POLICY**

Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political or religious opinions or affiliations, because of membership in organizations, or because of race, color, ancestry, origin, marital status, or non-merit factors are prohibited. Discrimination on the basis of age, sex, physical handicap or disability is prohibited except where there is a specific age, sex, or physical requirement that constitutes a Bona Fide occupational qualification which is necessary for efficient personnel management or performance of the specific job being sought.

**3.5 APPLICABILITY AND SCOPE**

The policies apply to all employees unless specified otherwise by state law or by policy approved by the City Council. A person on retainer or under contract is not considered to be a city employee in the absence of a specified agreement to that affect. Nothing in this manual shall be considered to create a property right in employment. It must be understood that employment is for an indefinite period of time and is "at will" for both employer and employee.

These policies are not intended to constitute an employment contract and the employer reserves the right to amend these policies unilaterally and without notice.

**3.6 DISSEMINATION AND FAMILIARITY OF POLICIES**

All city employees shall be informed of the existence of these policies and each department shall keep a copy available for reference by its employees. Employee handbooks outlining the general personnel policies of the city shall be furnished to all employees for their use and reference. The city shall require that all employees sign a statement that each one has been furnished a copy of the employee handbook. It is the responsibility of the employee to become thoroughly familiar with such policies.

**3.7 AMENDMENT TO POLICIES**

These policies may be amended, supplemented, or superseded at any time by the city council. Employees will be given a written copy of the revised policy as soon as possible.

**3.8 ADMINISTRATIVE AUTHORITY**

The City Council shall be responsible for establishing the policy under which personnel matters are to be administered.

The Mayor is responsible is responsible for all day to day operations and is within the scope of his or her authority for enforcing the provisions of these policies and related rules. Department heads may prepare and enforce additional personnel policies within their department provided they are not inconsistent with these policies and have been previously approved by the Council.

**3.9 REALIGNMENT OF STAFF**

a. The Police Chief will report to the Mayor and supervise all officers both paid and reserve officers.

b. Public Works Director will report to the Mayor and supervise all employees working in the water, sewer and street departments.

c. City Secretary will report to the Mayor. He / She will supervise the Water Compliance Coordinator, Court Clerk and any other office employees.

**3.10 CODE OF ETHICS**

All employees shall strive to uphold the Constitution and laws of the United States, the State of Texas and the ordinances of the City of Zavalla, and all employees shall strive to be:

a. honest and trustworthy in what they say and write and in all professional employment relationships;

b. dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available time and resources;

c. fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, while granting no special favors;

d. committed to accomplishing all tasks in a superior way and abstaining from all job behavior that might tarnish the image of the City;

e. aware of and recognize that public and political policy decisions are ultimately the responsibility of the City Council; and

f. dedicated to delivering public service in such a way as to improve the quality of life in the City of Zavalla.

**3.11 DRIVER POLICY**

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

1. Drivers must have a current, valid driver's license issued by the State of Texas; and

2. Drivers must maintain a driving record of such quality so that they remain insurable under the liability insurance policy of the City

Any employee driving a City of Zavalla vehicle or driving on City business must observe all safety, traffic and criminal laws of this state. No personal cellphone uses while driving, city vehicles that are not equipped with hands free units. No driver may consume alcohol or illegal drugs while at work or while driving a City of Zavalla vehicle which results in a detectable amount of alcohol or illegal drug being present in the employees' system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by doing so, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. Any illegal, dangerous conduct, or other irresponsible/dangerous conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of a motor vehicle that can affect that driver's fitness for duty or insurability as a driver is prohibited. Regardless of fault, circumstance, on or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving on city business or in a city vehicle or in a personal vehicle for personal use, must inform an appropriate supervisor about the incident immediately or as soon as possible. Any penalty, fine, imprisonment, fee, or other adverse action imposed by the court in connection with such an incident must be reported immediately to the appropriate supervisor. In both of the above situations, the matter will be reported to the City of Zavalla's insurance carrier so that a prompt decision on continued coverage can be made as to the continued insurability of the driver. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must tum over any documentation relating to such incident as soon as possible to the employer and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for company business should be reported to an appropriate supervisor at the earliest possible opportunity. No personal vehicles will be allowed for city business without the express written authority of the Mayor.

**CHAPTER FOUR: METHOD FOR FILLING VACANCIES**

**4.1**  **APPLICATION FOR EMPLOYMENT (need form attached in the form section)**

The city does not accept applications for employment unless a specific vacancy exists. Each person desiring employment with the city must, before employment, fill out the city's official application form and submit any other pertinent information regarding his training and experience. The city will make appropriate inquiries to verify education, experience, character, and required certificates as well as the skills of an applicant prior to appointment.

Any willful misrepresentation of facts or failure to report pertinent data on the application form or any official employment record may result in dismissal from city employment.

**4.2 EMPLOYMENT OF RELATIVES (NEPOTISM)**

Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the city.

No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the city council, the city manager, city employee or any other city officer. No person may continue in city employment who is related in one of the prohibited degrees to any officer, elected official or employee unless the employee has been employed continuously by the city for a period of:

1. At least 30 days, before the officer or council member is appointed;

2. At least six months, if the officer or member of the council is elected at an election other than the general election for state and county officers; or

3. At least one year, if the officer or member of the council is elected at the general election for state and county officers.

(Legal reference; Article 5996a, VT. C.S., as amended.)

In addition, no personnel action will be taken that would result in appointment by a department head of any employee who would be supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee. Prohibited degrees of relationship are defined in the charts as follows.

**NEPOTISM CHARTS**

 Consanguinity Klm1hlp Chart (Blood)

 Affinity Kinship Chart (Marriage)

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother- in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition. (Legal Reference: V.T.C.S., Article 5996h.)

**Exception:** Factoring in the size and scope of our community the council may make exception to the nepotism rule if an applicant possesses specific certifications, years’ experience, or education that makes them clearly more qualified to hold the position than all other applicants. The relative of the employee in question will be recused from voting on any and all issues related to the relative’s job, performance evaluations, salary, etc.

**4.3 CREATION AND FILLING OF POSITIONS**

All positions of employment with the city are created for the sole purpose of accomplishing the necessary work program or services of the city as approved in the adopted budget. Necessary funds for the payment of salaries, as well as providing essential equipment and other expenses must be available for each position of employment before such positions can be authorized. Before any request for creation and/or authorization of a position is instituted, the request must be made to and approved by the City Council prior to employment.

**4.4 VACANCY IDENTIFICATION & HIRING PROCESS**

All department heads shall notify the Mayor and the City Council that a vacancy has occurred. The City Secretary will post the vacancy, the Mayor will compile a site based committee made up of (the Mayor, the Department Head, the City Secretary, and the Mayor Pro Tem) to sort through resumes and interview the top 3 applicants. The Site Based committee will determine the Lone Finalist and bring them before the City Council for final approval. If the Council rejects the hire the process starts over until the position is filled.

**4.5 ANNOUNCMENT OF VACANCIES**

The City Secretary shall publicly announce by appropriate means all vacancies to be filled in the city services by other than demotion, promotion, or reinstatement and shall maintain a list of current announced vacancies for public inspection. Each job announcement, insofar as practicable shall specify the title, salary and nature of the job, the required minimum qualification and whether the scope of the competition is open to the general public or restricted to city employees, the type of selection procedure utilized and the deadline for and method of application. Announcement shall contain a statement confirming the city commitment to a policy of equal employment opportunity. The position will be posted for 14 business days.

**4.6 EMERGENCY TEMPORARY APPOINTMENTS**

The Mayor (with approval by the City Council within 21 days) reserves the right to hire temporary or part-time employees in case of emergency or unusual or extraordinary circumstances which place demands exceeding the manpower capabilities of the city. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. Temporary employees shall not acquire any status or rights in the position to which they are appointed.

**4.7 PROMOTION POLICY**

A promotion is the assignment of an employee from one position to a higher-level position which requires more responsibility, experience, education, technical or professional expertise, and is usually at a higher salary. The department head shall advise the mayor and the mayor shall bring the matter before the City Council before a promotion is considered or approved.

**4.8 TEMPORARY PROMOTION**

The department head may suggest a temporary promotion to the Mayor which he/she will bring before the City Council. A temporary promotion is to insure the proper performance of city functions. Employees so promoted will be additionally compensated for the duration of their assignments in amounts to be determined by the City Council. Temporary promotions shall not be used to circumvent normal selection procedures and those employees involved shall not acquire any status or rights to the position to which they are temporarily promoted.

**CHAPTER FIVE – HIRING EMPLOYEES**

**5.1 EQUAL EMPLOYMENT OPPORTUNITY**

The City of Zavalla is an Equal Opportunity Employer. No hiring or employment decision shall be based upon race, color, religion, sex, national origin, age or disability. However, it must be recognized that in certain job classifications and for the performance of the duties of certain positions, qualifications must be set that direct or restrict, in certain cases, the field of applicants to those who qualify for that particular position.

**5.2 AUTHORITY FOR APPOINTMENT**

Except as otherwise provided by these policies or state law or as set out in the ordinances of the city, the appointing authority for all city position shall rest with the City Council: The City Council hereby delegates such authority to department heads so that they may hire and effectively supervise the employees under their direction and control. Department heads are responsible for developing a department disciplinary policy, and taking disciplinary action on department employees.

**5.3 ELIGIBLITY FOR REHIRE**

Former employees (except those terminated for cause) shall be eligible for rehire, but shall not receive preference over other applicants on the basis that they were formerly employed by the City. If a former employee is rehired, he/she will be subject to all probationary periods as set forth in this policy.

**5.4 CHANGE IN STATUS**

An employee who changes from full-time status to part-time shall no longer be eligible for benefits reserved only for full-time employees. An employee changing from part-time to full-time, even if the employee has previously been full-time, shall be subject to the provisions of the probationary period and any waiting period for benefits which apply to new full-time employees.

Employees changing from full-time temporary to full-time status without an interruption in service, shall have vacation and sick leave accrued from the time of their initial employment upon completion of the probationary period.

**5.5 RESIDENCY REQUIREMENTS**

There shall be no absolute residence requirements for city employees. Employees likely to be called to work in case of emergencies should reside within 30 minutes’ travel time of the City. Employees allowed to operate city vehicles between their places of residence and work may be required to reside within a reasonable commuting distance to the city.

**5.6 PHYSICAL EXAMINATION AND DRUG TESTING**

A person selected for initial employment, reinstatement, or transfer to a position may be required to complete a physical examination at the discretion of the supervisor or the City Council.

At any time, any person employed by the City may be required to undergo at city expense a medical examination given by a physician designated by the city. Proof of examination will be added to and kept in the employee's personnel file. Each department head shall be responsible for scheduling these examination appointments for his/her employees. The examination shall be performed on a regular workday. Supervisor must go with the employee to the collection site.

Random drug screens may be performed on employees at any time at the discretion of the City Council.

**CHAPTER SIX - EMPLOYEE PAY SCALE**

**(insert Step Pay Scale)**

* All city employees are compensated for 14 paid holidays with the number of sick days and vacation time as allotted on the step pay chart.

**Administrative Employees** are considered “Salary Exempt” and fall under the guidelines of a salary employee. The salary is reflected and compensated for a (48) hour work week. Overtime is considered and may be approved by the Mayor if an emergency occurs that would require excessive and or consecutive additional hours. Administrative employees are eligible for overtime at an hour per hour rate (example: 8 hours of overtime – a day off)

**Non-Administrative Employees** are considered “Hourly” and fall under the guidelines of an hourly wage. Overtime is set at Time and a Half per the hourly rate.

**6.1 WORK WEEK**

Monday through Friday from 8:00 am until 4:30 pm. All Employees will observe a lunch break from 11:30 – 12:30 and will not be eligible for overtime for working through lunch unless the Mayor has requested them to do so.

**6.2 COMPENSATORY TIME**

Except where prohibited by federal or state statue, an employee may with prior written approval of his/her supervisor take compensatory time rather than being paid for overtime. All compensatory time is earned hat a rate of hour per hour. Compensatory time must be taken as soon as convenient after being earned. At no time will an individual carry over 40 hours. Anything over 40 hours will be lost. MUST BE TAKEN ASAP (as soon as convenient after being earned). The City Council will be provided a list of all compensatory time earned by employees each month.

**Executive, administrative and professional employees are exempt from the overtime provisions of the Fair Labor Standards Act. These employees are expected to render necessary and reasonable overtime services with no additional compensation. However, exempt personnel when they have worked long periods of time over and above the normal workweek based on some unusual occurrence may be paid for compensatory time at a pay rate of hour per hour as determined, set and approved by the City Council.**

**6.3 ON CALL PAY**

**Hourly Employees** who are designated by their job title and job skills can be listed as on-call employees and will receive an amount of pay established by the Mayor and Council for each hour they are on-call. The department head who supervises these individuals shall maintain an on-call roster assignment sheet and it shall be administered in a fair rotation manner. All call-out occurrences will be reported to the City Council on a monthly basis.

**6.4 CALL BACK PAY**

**Hourly Employees** who are on their department's on-call roster and who respond to a request to return to duty as a result of their on-call status shall receive an amount of pay equal to two (2) hours regular pay (even if they are there less than 2 hours).

**6.5 EMPLOYEES WHO LEAVE THE SERVICE OF THE CITY SHALL RECEIVE ALL PAY DUE TO THEM AS FOLLOWS**:

a. Employees will be paid for up to (40) hours worked and up to 40 hours of compensation time including vacation days. Compensation hours do not roll over yearly, you are encouraged to use them or you will lose them on December 31st.

b. Employees may request that any retirement benefits paid by them through payroll deduction be refunded in accordance with the applicable program requirements.

c. Any indebtedness which the employee might owe to the City shall be deducted from any compensation owed to the employee.

d. If any employee dies while employed by the city, the city shall pay his or her designated beneficiary any unpaid pay and accumulated benefits subject to deduction of any amounts owed to the City by the employee.

**6.6 COMPENSATION IN THE EVENT OF EMERGENCY**

In the event of Disaster Declaration, State Emergency, and/or a long-term emergency, certain non-exempt and exempt employees will be declared "First Responders" and are required to work during the duration of the event. Those employees will be eligible for overtime pay at the rate of 1 ½ times their regular hourly rate of pay for actual hours worked. In order to provide payment of overtime for exempt personnel during a declared emergency, the City will waive the FLSA "exempt" status of those employees. Exempt employees will be eligible for overtime or compensatory time off in the same manner as non-exempt employees.

When City offices are declared closed by the Mayor, employees who are determined not to be the "First Responders" will be paid as Authorized Leave for those day(s). This means that an employee can be paid using their vacation time or comp time, if they need to for the days out on Authorized Leave.

**6.7 EMERGENCY EVACUATION POLICY**

**A. PURPOSE**

Protecting the health and safety of everyone in our community as well as the surrounding community is a key priority during an emergency. The citizens of Zavalla depend on the City employees before, during and after an emergency or disaster to provide or restore essential public services for the health, safety and quality of life for our community. This policy applies to all non-exempt and exempt employees, and is intended to clarify the procedures for emergency evacuation and the compensation policy for employees when a state of emergency is imminent or has been declared by the Mayor. This policy recognizes that some emergencies provide no advance warning.

1. **PROVISIONS**

In the event of a wide scale emergency that could significantly impact our community, the following employees will be considered First Responders:

1. Mayor

2. Police Chief

3. Public Works Director

4. Equipment Operators

5. Truck Drivers

6. WWTP Operators

7. Laborers (to be determined by Department Head)

Department Heads and/or Supervisors will determine the number of employees needed for each category. Once a State of Emergency is declared, employees who are absent, leave early or who do not report to work after the Mayor determines it is safe to return to work, may encounter disciplinary action, up to and including termination, in addition to loss of pay. Employees who are absent without the appropriate authorization are subject to the appropriate disciplinary action, up to and including termination.

**CHAPTER SEVEN - JOB DESCRIPTIONS**

Accurate and up to date job descriptions shall be maintained for all authorized city positions and periodically reviewed by the department head in whose department the job exists.

**7.1 JOB DESCRIPTIONS WILL INCLUDE AT LEAST THE FOLLOWING: (insert forms)**

1. Statement of the basic purpose of the job

2. Ensure that each employee understands the requirements of his/her job description. Each employee is expected to bring to the attention of the City Secretary the need for changes in existing descriptions or for the creation of new or updated job descriptions.

3. The Mayor shall be responsible for ensuring that job descriptions are available for each position and shall review such descriptions as necessary to assure their consistency, accuracy and completeness. Each Supervisor will furnish each of their employees a copy of his or her job description at their discretion or when requested by the employee.

**7.2 MANAGEMENT EMPLOYEES**

Salary Exempt or Administrative employees shall have their pay scale, job responsibilities and overall performance reviewed by the Mayor as requested by either the Council or the employee.

**7.3**  **PERFORMANCE EVALUATION**

Performance Evaluations shall occur at the end of the probation period (180 days) and annually thereafter. All evaluations shall be executed by the Mayor and subsequently presented and approved by the City Council. The evaluation will be discussed at the next scheduled meeting.

**7.4 PROBATINARY PERIOD**

All newly hired, promoted, and or demoted employees shall serve a one hundred 180 probationary periods and shall undergo a one-year performance review. Written performance evaluations shall be conducted at the end of the 180-day probationary period and the one-year evaluations shall be conducted within twenty-one (21) days of the employee's one-year anniversary. There shall be no automatic salary adjustment after the 180-day probationary period. An increase in salary may be recommended after the completion of 180 days within a job classification or upon successful completion of one (I) year on the job if justified by the employee's performance review. The City Council will approve all changes in salary.

Department heads and the Mayor shall use the probationary period to observe closely and evaluate the work of the employees. Only those employees who meet acceptable standards during their probationary period shall be retained. Department heads shall submit an evaluation report on each probationary employee to the Mayor prior to completion of the probationary period. This report shall then be reviewed by the City Council.

Employees shall fail probation when in the judgment of the supervisor and the department head that the employee's job fitness and /or quality of their work is not such as to merit continuation in the job. Failure of probation may occur at any time within the probationary period and shall not be considered part of the disciplinary process.

An employee terminated during the probation period may appeal only on the grounds of discrimination. The appeal must be given in writing to the City Secretary within seven (7) days following notice of failure of probation. Upon receipt of the written appeal, the City Secretary shall refer the matter to the Mayor who shall place the issue on the next regularly scheduled meeting agenda. The City Council shall make a final determination within twenty-one (21) working days after the matter is referred to the Mayor.

**7.5 TRAINING**

It is the policy of the City to ensure that employees are kept abreast of changes that pertain to their positions. This will require on-going training. The City will provide necessary and required training to employees as it pertains to their job qualifications and positions. All training MUST be approved by the department head and mayor BEFORE registering for the class or school. This may be achieved by submitting the registration form to these individuals for approval before registration. A copy of the training registration, and if applicable certificate of completion, should be forwarded to the City Secretary for placement in the employee's file.

In the event that an employee receives training or certification that was paid for by the City and then is separated from employment with the City, whether by choice or by termination, within 24 months of the training or certification, the expense of the training paid for by the City will be owed to the City and will be deducted from the employee's unpaid paychecks. This reimbursement will not be required of individuals who leave the City due to unexpected illness. Individuals planning on retiring should not schedule any training within 12 months of retiring unless the training is required to retain the job position until retirement. By signing and acknowledging the receipt of a copy of this policies and procedures manual, employees are agreeing to the terms set out in this section.

All City employees who are to receive training will fill out a written request form (insert form) which states the type of training, show the date of completion of the training, and lists all expenses involved with that training. The statement that reflects the provisions listed above must be signed by the person seeking training.

The City will cover the expenses for the first and second test. The expense of the exams upon failure of 2 trials will fall the employee after that.

**7.6 GROUP HEALTH AND LIFE INSURANCE**

All regular full-time employees with probationary or regular status are covered by a group health and life insurance program. The premiums for this program are paid by the City. Dependent coverage is not offered under this program. The city will pay up **to $460.**00 on employee insurance. **This will be reviewed annually**. **In the event the employee refuses the insurance there will be no compensation offered in its place.**

**CHAPTER EIGHT - PROBATION**

**8.1 PURPOSE OF PROABTION**

The probationary employment period is utilized to secure the most effective adjustment of the employee to his/her new job responsibilities. During this time, the employee will be closely observed by their supervisor to make sure.

**8.2 LENGTH OF PROBATION**

During the first six (6) months after original, rehire or promotional employment, each employee shall be considered a probationary employee. The probationary period may be extended by the Mayor and council at the recommendation of the supervisor for not more than three (3) additional months.

**8.3 BENEFITS DURING PROBATION**

Probationary employees may not earn vacation leave during probation period.

Enrollment in the medical insurance and retirement programs during the probationary period shall be in accordance with the provisions of the plan in effect at the time the employee is hired.

Full-time, regular employees shall be paid holiday pay during their probationary period.

**8.4 COMPLETION OF PROBATION**

Once the probationary period is complete, after the 180-day mark, the Mayor must execute an evaluation of the employee to determine whether the employee exhibits the qualifications necessary for long-term success in the position. The Mayor with the approval of the Council shall then appoint the employee to the position with regular status or remove the individual from employment with the City.

An appointment to regular status should not be construed as a guarantee or permanent employment with the City of Zavalla. Regular status indicates that an individual has successfully completed the probationary period. Employment with the City is "at-will" and the City reserves the right to remove any individual from employment at any time with or without cause. Likewise, an employee of the City is free to resign from employment with the City at any time.

**8.5 REMOVAL DURING PROBATION**

During the probationary period, an employee may elect to resign without giving reason, or the Mayor with the approval of the Council may elect to terminate the individual without giving any reason and without any hearing. Resignation or termination of employment during the probationary period shall not reflect negatively on an individual's work record.

Removal of a probationary employee who was promoted to such position shall not result in or entitle such employee to reinstatement to the position from which such employee was promoted.

**CHAPTER NINE - STANDARDS OF CONDUCT**

**9.1 PERSONAL APPEARANCE**

Employees of the City of Zavalla shall report to work in clothing that is clean, in good repair and suitable for the type of work required in their job. Department Heads may set their own dress policy with approval of the City Council. It is preferred City Employees wear a shirt that identifies them as a City Employee to our community members so they are easily identifiable.

Employees required to wear uniforms in their position shall wear all parts of the uniform in the manner prescribed by their department head.

During off duty hours, employees shall not wear City uniforms to bars or other establishments or at activities which might reflect negatively on the City.

**9.2 CONFLICT OF INTEREST**

Employees shall not engage in any outside employment, relationship or activity which would affect his/her job effectiveness or which would reduce his/her ability to make objective decisions in regard to his/her work and their responsibilities as a City of Zavalla employee.

**9.3 OUTSIDE EMPLOYMENT**

The City of Zavalla is the primary employer of all of its employees and permission to have occasional and part-time outside employment is a privilege which is subject to revocation at any time as determined by the Mayor with the approval of the Council.

In the event an employee to whom permission for outside employment has been granted is needed for overtime or as a substitute for another employee who has taken vacation or sick leave, the employee shall report for work for the City of Zavalla within a reasonable time after being notified by his/her supervisor or department head. Failure to timely report after notice from the City may, in the discretion of the City Council, result in revocation of the privilege of having outside employment.

In selecting which employee to notify to report for work from among all those to whom permission for part-time outside employment has been granted, the supervisor or department head shall take into consideration the length of time the employee being called back has worked and the level of skill required.

Request for approval of outside employment must be made in writing in advance of accepting outside employment, and in each case, approval by the Department Head, City Council and Mayor must be received in writing before the employee accepts outside employment. A copy of any written approval for outside employment will be placed in the employee's personnel file and given to the employee.

**9.4 USE OF SMOKING AND SMOKELESS TOBACCO**

In an effort to meet the needs of smokers and non-smokers, and to provide a pleasant and productive working atmosphere for all employees, the use of smoking and smokeless tobacco shall be confined to designated areas as determined by the principal facility department director. Department directors may also prohibit the use of smoking and smokeless tobacco in any area under his/her supervision.

In general, the following guidelines shall be followed:

* No use of smoking tobacco shall be allowed in fueling areas for vehicles or during the fueling of vehicles and equipment in the field.
* Areas where the use of smoking and smokeless tobacco is permitted shall be maintained in a clean and sanitary condition. The accumulation of cigarette butts shall be controlled, and supervisors responsible for those areas where the use of tobacco is allowed shall insure that clean and sanitary conditions are maintained.
* Employees using smokeless tobacco shall not spit their waste in areas where other employees may walk or work.

City Vehicles - The use of smoking and smokeless tobacco shall be permitted in city vehicles if the following guidelines are met:

* No wastes from use of smoking and smokeless tobacco shall be discarded or expectorated in or from city vehicles. Smokers shall use ash trays, and users of smokeless tobacco shall provide such containers necessary to properly contain wastes produced from using smokeless tobacco.
* When more than one person is riding in a city vehicle, all employees must agree to allow the act of smoking or the use of smokeless tobacco by any individual(s). Whenever a mutual agreement concerning the use of smoking and smokeless tobacco cannot be reached, the preference of the non-user of tobacco shall be considered controlling.
* All vehicle ash trays or containers holding smokeless wastes shall be emptied at the end of each shift.

**9.5 DRUG ABUSE POLICY**

**a. *PURPOSE***

The use and misuse of drugs can and does impair the ability of an employee to perform his/her duties and may endanger the employee, his/her co-workers and the general public as well as the property of the City and others. The purpose of this policy is to prevent the use/abuse/misuse of drugs by its employees in any way in which the ability of the employee to perform his/her duties is impaired and to identify and remove the adverse effects of drugs on job performance in order to protect the health and safety of the employees of the City and the general public.

**b. *SCOPE***

Section I contains the general policy provisions by which all employees are covered.

Section II contains drug testing provisions required by the City of Zavalla on which employees in non­safety sensitive positions are covered.

Section II contains the drug testing provisions required by the Department of Transportation Anti-Drug Rule by which employees in safety sensitive positions are covered and the drug testing provisions under which employees in public safety positions are covered.

**Section I - General Policy Provisions**

The City of Zavalla prohibits the following activities as to all employees and contractors:

1. use, possession, manufacture, sale or distribution of illegal drugs, controlled substances or drug paraphernalia on city property or during city business, in city supplied vehicles, or during work hours;

2. use, possession, manufacture, sale or distribution of illegal drugs or controlled substances off premises that may adversely affect work performance, safety, or the city's reputation;

3. employees taking over-the-counter medication or prescribed drugs that could pose a danger or affect their judgment without informing his/her supervisor of the use; and

4. Criminal drug activity which could result in an arrest and/or conviction of a criminal drug statute, law or regulation on or off city premises.

**Inspections:**

When reasonable cause exists to believe that an employee or contractor is violating the provisions of this policy, the City reserves the right to inspect all employee or contractor work areas, which could include city vehicles, desks, lockers and any personal items brought onto city premises including personal or contractor vehicles.

**Refusal to Allow Inspection or Drug Test:**

Any employee refusing to submit to a required drug test or inspection under any of the Sections of this policy shall be removed from his/her position and be subject to discipline up to and including termination.

Employees notified of selection will be required to report within 30 minutes (to include travel time) to the appropriate collection site for testing. The supervisor must go with the employee to the collection site. If unable to provide 45 milliliters of urine, instructions will be given consume not more than 24 ounces of fluids and after a period of up to two hours, again attempt to provide a complete sample. If the employee is still unable to provide an adequate specimen, management will be notified. In cases of medical difficulty, the laboratory technician will develop pertinent information concerning whether the individual's inability to provide a sample is genuine or constitutes a refusal to test. The individual may also be required to undergo hair, toe nail or finger nail testing to determine drug usage.

**Violation of Policy Provision:**

Any violation of the provisions of the City's Drug Abuse Policy by an employee will result in disciplinary action up to and including termination. Any violation of the provisions of the City's Drug Abuse Policy by a contractor or contract employee will result in the immediate removal from the work site.

**Failure of a Drug Test:**

Any employee testing positive for a prohibited substance will be removed from his/her position, and will be subject to discipline up to and including termination. An employee may request in writing that a second analysis be performed on the original urine, hair or nail clippings specimen within 72 hours of notification of the positive result. The employee will be required to pay for the cost of any reanalysis if same is possible. If any employee fails a urine analysis, then the City may require a 10 Panel Hair and Nail Test with no minimum cutoff. The City will pay for such testing.

**Rehabilitation:**

Any employee seeking rehabilitation may be offered a one-time opportunity to undergo rehabilitation at the discretion of the City Council. If offered, rehabilitation may or may not be covered by the City's medical plan and the employee will be responsible for any required deductibles and co-payments. If rehabilitation is not covered by the insurance plan of the City, the employee will be expected to pay all costs of same. Upon acceptance of the offer of rehabilitation the employee must adhere to the rehabilitation program. Any failure to adhere to the program requirements will result in discipline up to and including termination.

Self-referral by employees 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 disciplinary actions, the supervisor may allow time for completion of participation in the program before initiating or determining additional corrective actions.

Activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regard to use of vacation or sick leave.

**Notification:**

All City employees are so notified by dissemination of this document that as a condition of employment, the employee will: I) abide by the terms of this policy, and 2) notify the city of any arrest for a violation of any criminal law or regulation occurring in or outside the workplace immediately. Any failure to notify the city of an arrest or conviction or court ruling involving deferred adjudication will result in discipline up to and including termination. This requirement does not infer a contract, nor change the at-will status referenced herein.

**Confidentiality:**

Individual expectations of privacy and confidentiality must be carefully considered in establishing a record retention program. With the exception of the testing laboratory and designated city representatives with the need to know, the result of individual tests may not be released to anyone without the express written authorization of the tested individual.

**Definitions:**

"Use of Prohibited Substances" - Testing positive for an unauthorized, illegal or non-prescribed drug or drug metabolite in the urine or blood. Some of the prohibited substances are as follows to wit:

Drug Groups

Marijuana & Marijuana Metabolites

Cocaine & Cocaine Metabolites

Opiates & Opiate Metabolites

Heroin

Codeine

Morphine

Vicodin

Hydrocodone Phencyclidine (PCP)

Amphetamines

Ritalin, Adderall, etc.

Methamphetamines

Also known as: meth, speed, ice or crank

Synthetic Drugs

K2/Spice

Bath Salts

City Premises - Any city owned, operated, leased or otherwise controlled land, buildings or vehicles or on any site of city operations.

Section II - Drug Testing Provisions for Employees in Non-Safety Sensitive Positions

The following are drug testing provisions of the City of Zavalla's Drug Abuse Policy which affect the employees not considered safety sensitive under the U.S. Department of Transportation's Anti-Drug Regulation. The following drug tests are required by the authority of the Zavalla City Council.

1. Pre-Employment Drug Testing - All applicants receiving job offers are subject to testing for prohibited substances during the pre-employment physical.

2. Reasonable Suspicion Testing - The City of Zavalla may require a current employee to undergo drug testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs during work hours. "Reasonable Suspicion" means a belief based on specific facts and reasonable influences drawn from those facts that an employee is under the influence of drugs and may require the employee to submit a urine sample for drug testing. Supervisors will be trained to recognize the effects of drug and alcohol use. Before a reasonable cause test is administered, two supervisors must substantiate and concur in the decision to test. Normally the two supervisors are in the employee's chain of command; however, if that is not reasonably available, any other supervisor or the Mayor may be consulted. The supervisor must drive the employee to the collection site.

3. Post-Accident Testing - An employee whose performance either contributed to an accident, or cannot be completely discounted as a contributing factor to an accident will be tested for prohibited substances and alcohol within 24 hours of the event.

4. Return-to-Duty Testing - All employees who request rehabilitation and are referred through administrative channels and who undergo a counseling or rehabilitation program for drug use will be subject to unannounced random testing following completion of such a program for a period of one (I) year. There may be at least six unannounced tests within the first 12 months following an employee's return to duty. Any failed alcohol or drug screen subsequent to completion of rehabilitation will result in immediate termination.

**9.6 ALCOHOL ABUSE POLICY**

**A. General**

The City of Zavalla is responsible for providing a safe, healthy and productive work environment for all employees and the public it serves, and expects all employees to report to work fit for duty and free from the influence of alcohol use. It is generally accepted that the use of alcohol is not compatible with a productive and safe workplace. The following is the City’s policy regarding the use of alcohol.

**B. Scope**

This policy contains the general provisions by which all employees are covered, the circumstances that require testing, procedures for testing and consequences for violating policy.

**C. General Provisions**

The City of Zavalla prohibits the following relative to all employees and contractors

1. Alcohol and Alcohol Use-Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. Alcohol use is defined as the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

2. Alcohol Concentration - Employees may not report for duty or remain on duty while having an alcohol concentration of 0.04 or greater.

3. Pre-Duty Uses - Employees may not report to duty within four hours after consuming alcohol. On-call employees who are not at work, but could be called to perform safety sensitive functions, are considered to be on duty.

4. On-Duty Uses - Employees may not be on duty, report to duty, conduct City business or be on City premises or in a City owned, leased or rented vehicle while under the influence of alcohol or in an impaired condition.

5. Use After an Accident - Any employee whose performance either contributed to an accident, or cannot be completely discounted as a contributing factor to an accident may not use alcohol for eight hours after the accident unless they have been given a post-accident test.

6. Possession, Etc. - Employees may not possess, manufacture, sell or distribute any alcohol on City premises, in a City owned, leased or rented vehicle, or while conducting City business.

**D. Inspections**

When reasonable suspicion exists to believe that an employee or contractor is violating the provisions of this policy, the city reserves the right to inspect all employee or contractor work areas, which would include City vehicles, desks, drawers, lockers, and any personal items brought onto City premises, including personal vehicles.

**E. Refusal to Allow Inspections or Alcohol Test**

Any employee refusing to submit to a required alcohol test or inspection under any of the sections of this policy will be removed from his or her position and be subject to discipline up to and including termination. Employees notified of selection will be required to report within 30 minutes (to include travel time) to the appropriate collection site for testing.

**F. Violation of Policy Provisions**

Any violation of the provisions of the City's Alcohol Abuse Policy by an employee will result in disciplinary action up to and including termination. Any violation of the provisions of the City Alcohol Abuse Policy by a contractor or contract employee will result in the immediate removal from the work site.

**G. Failure of an Alcohol Test**

Any Employee testing positive for alcohol will be removed from his or her position until the start of the employee's next regularly scheduled duty period. The employee will be subject to discipline up to and including termination. The employee may request entry into and participation in a rehabilitation program on the same terms as set out herein above.

**H. Notification**

All employees are so notified by dissemination of this document that as a condition of employment, the employee will: I) abide by the terms of this policy; 2) notify the city of an arrest for a violation of any alcohol law or regulation occurring in or outside the workplace immediately. Any failure to notify the city of an arrest or conviction or receipt of deferred adjudication will result in discipline up to and including termination.

**I. Confidentiality**

Individual expectations of privacy and confidentiality must be carefully considered in establishing a record retention program. With the exception of the testing laboratory, designated city representative and immediate supervisor with the need to know, the results of individual alcohol tests may not be released to anyone without the express written authorization of the tested individual.

**J. Circumstances that Require Testing**

1. Post-Accident - As soon as practicable, but not later than eight hours after an accident, each covered employee will be alcohol tested. Attempts to conduct post-accident alcohol testing will cease eight hours after the accident, even if no alcohol test has been conducted. Employees should refrain from consuming alcohol for eight hours following an accident unless the employee has already been alcohol tested.

2. Reasonable Suspicion -An employee must submit to an alcohol test if the City has determined that reasonable suspicion exists. This determination must be based on a trained supervisor's specific observations concerning the appearance, behavior, speech or body odors of the employee. Before a reasonable suspicion test is administered, two supervisors must substantiate and concur in the decision to test. Normally, the two supervisors are in the employee's chain of command; however, if that is not reasonably available, any other supervisor or the Mayor may be consulted. The supervisor must drive the employee to the collection site.

3. Return to Duty - Before an employee can return to duty, he or she must undergo a return-to-duty alcohol test.

4. Follow-up - All employees who have been identified by a Substance Abuse Professional (SAP) as needing assistance in resolving a problem with alcohol misuse and who have returned to duty will be subject to follow-up testing.

Follow up test will be announced randomly after the employee is back on the job. Follow-up testing may continue for up to 60 months.

5. Pre-Employment Testing-All applicants receiving job offers are subject to testing for alcohol during the pre-employment physical.

6. Random Testing (pertains to employees with CDLs or public safety positions only) - In accordance with the Department of Transportation's Omnibus Employee Testing Act of 1991, unannounced testing must be completed on a certain number of employees with CD Ls each year. The City may test up to 50% of its employees with CDLs each year.

**K. Consequences for Violating Policy**

Any employee who registers on a confirmation test an alcohol concentration of 0.04 on any test administered by or for the City of Zavalla will be handled in the following manner:

1. Any employee testing positive for an alcohol concentration of 0.04 will be removed from his/her position and will be subject to discipline up to and including termination.

2. Self-referral by employees 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, the Supervisor may allow time for completion of participation in a self-directed program before initiating or determining additional corrective actions.

Activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of vacation or sick leave.

3. Any employee refusing to submit to a required alcohol test or inspection under any of the sections of this policy will be removed from his/her position and be subject to discipline up to and including termination.

**9.7** **SEXUAL HARASSMENT POLICY**

**A. Purpose**

The purpose of this policy is to inform all employees that sexual harassment in the work place is strictly prohibited. All City Employees are required to complete a training video and present the certification to the City Secretary to be placed on file.

**B. Definition**

Sexual harassment is defined by Equal Employment Opportunity Commission guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

1. Submission to this conduct is an explicit or implicit term or condition of an applicant’s employment;
2. Submission or rejection of this conduct is a basis for offering career opportunities to an employee; or
3. The conduct has the purpose or the effect of substantially interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

**C. Responsibilities**

The City may be held responsible for acts of sexual harassment in the work place if management knows or should have known of the misconduct. In known cases of sexual harassment, the City must be able to show that immediate and appropriate corrective action is being taken. The City may be held responsible for acts of sexual harassment committed by policy making, executive, managerial, supervisory personnel and co-workers, as well as non­employees.

1. The city shall maintain a work place free of sexual harassment.

2. Prevention is the most effective tool for eliminating sexual harassment. Supervisors shall ensure that all employees of the City are informed of this policy and institute immediate and appropriate corrective action if such prohibited conduct is exhibited.

3. All City personnel are responsible for immediately reporting acts of sexual harassment to their supervisor. Failure to report such conduct may result in a reprimand. If the complaint is valid, depending on the severity of conduct, the City Council may take disciplinary action up to and including termination as provided in Chapter 11 below.

**D. Policy Statement**

It is the policy of the City to prohibit sexual harassment of its employees in the work place by any person and in any form.

**E. Policy Amplification**

All Supervisors have an affirmative duty to maintain and provide for employees of the City a work place free of sexual harassment. This duty includes discussion of this policy with supervised employees and assuring them that they are not required to endure insulting or degrading sexual treatment.

Specifically, no Supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Other sexually harassing conduct in the work place, whether committed by Supervisors or non-supervisory personnel, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;

2. Verbal abuse of a sexual nature;

3. Graphic verbal comments about an individual’s body;

4. Sexually degrading words used to describe an individual; and

5. The display in the workplace of sexually suggestive objects or pictures.

Any employee who believes that he/she has been the subject of sexual harassment should report the alleged act immediately to his/her Supervisor. Supervisors, in consultation with the City Council, should make every effort to ensure that complaints of sexual harassment are resolved promptly and effectively.

If the employee is not satisfied with the action taken by his/her Supervisor or feels that the complaint would not be received objectively by the Supervisor, the employee should bring the complaint directly to the attention of the City Council. The complaint will be investigated by the Mayor and/or City Council and the employee will be advised of the findings and conclusion. All actions taken to resolve complaints of sexual harassment through internal investigation shall be confidentially conducted.

Any Supervisor, or other employee, who is found after appropriate investigation to have engaged in sexual harassment of another employee be subject to disciplinary action, up to and including termination.

**F. Policy Exceptions**

Policy exceptions shall be brought to the attention of the City Council for review and recommended course of action.

**9.8 ACCEPTANCE OF GIFTS**

As employees of the City of Zavalla, we are obligated to put the City's interest first in every business transaction. Our own personal interests must not be a consideration. Decisions involving the City's purchases of equipment, supplies or services must be based solely on business criteria such as price, quality, performance, reliability and service. No items may be purchased through the City for personal use.

The City of Zavalla discourages gifts and gratuities to its employees. Sometimes these gifts are given without the opportunity to refuse them. The following guideline will help in making a decision:

• No monetary gits may be accepted.

• No alcohol will be accepted.

• Any gift that obligates you or makes you feel obligated should not be accepted.

**9.9 INTERNET USAGE**

Internet services are provided by the City of Zavalla to support open communications and exchange of information and the opportunity for collaborating government-related work. The City of Zavalla encourages the use of electronic communications by its agencies and employees. Although access to information and information technology is essential to the missions of government agencies and their users, use of internet services is a revocable privilege. Conformance with acceptable use, as expressed in this policy statement is required. Agencies of the City are expected to maintain and enforce this policy.

At a minimum, users of internet services provided by the City are expected to:

• Make a reasonable effort to inform themselves of this acceptable use policy and acceptable and unacceptable uses on the internet in general. The burden of responsibility is on the user to inquire as to acceptable and unacceptable uses prior to commencement of internet activities. Compliance with applicable acceptable use restrictions is mandatory.

• Use City provided internet services for City government-related activities only and not for personal business.

• Respect the privileges of other users.

• Respect the integrity of computing systems connected to the internet.

• Know and follow the generally accepted etiquette of the internet.

• Avoid uses of the internet / social media that reflect poorly on their agency or on City Officials/Employees

Users should remember that all other City existing and evolving rules, regulations and guidelines on ethical behavior of government employees and the appropriate use of government resources, apply to the use of electronic communications systems supplied by the City.

Specifically, Unacceptable Uses:

• Use the internet for any purpose that violates a federal, state or local law.

• Use for any for-profit activities unless specific to the charter, mission, or duties of the user's department or City.

• Use for purposes not directly related to the mission, charter, or work tasks of the user's department or City during normal business hours.

• Use for private business, including commercial advertising.

• Use for access to and distribution of patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated, or patently offensive representations or descriptions of masturbation, excretory functions, or lewd exhibition of the genitals.

• Material sent or received in violation of the Protection of Children Against Sexual Exploitation Act of 1977, as amended, l 8U.S.C.2252. (Except-Any law enforcement investigation)

• Use for access to and distribution of computer games that have no bearing on the City's mission. Some games would be those that help teach, illustrate, train, or simulate services or equipment.

• Intentionally seeking out information on, obtaining copies of, or modifying files and other data which are confidential under federal, state or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.

• No intentional copy is to be made of any software, electronic file, program or data using City provided internet services without a prior, good faith determination that such copying is, in fact, permissible. Any efforts to obtain permission should be adequately documented. Intentionally seeking information on, obtaining copies of, or modifying files or data belonging to others without authorization of the file owner. Seeking passwords of others or the exchanging of passwords is specifically prohibited.

• Users intentionally representing themselves electronically as others, either on the City system or on the City internet unless explicitly authorized to do so by those other users. Users shall not circumvent established policies defining eligibility for access to information or systems. Intentionally developing programs designed to harass other users, infiltrate a computer or computing system and/or damage or alter the software components of same.

• Use for fund raising or public relations activities not specifically related to City activities.

• City Personnel Rules of Conduct restrict political activities of City employees. This includes using computer equipment and resources.

Additional Guidelines

* Computer viruses: Any software obtained from outside City government should, if possible, be checked prior to use for any viruses.
* Use by Contractors: Contractors and other non-City employees may be granted access to City provided internet services at the discretion of the City Council. Acceptable use by contractors and other non-City employees working for the City is the responsibility of the contract administrator.
* Passwords: Use passwords associated with a City of Zavalla information system only on that system. When setting up an account at a different information system that will be accessed using the internet, choose a password that is different from ones used on City information systems. Do not use the same password for both local and remote internets accessed systems. If the password used at the remote site were to be compromised, the different password used locally would still be secure. Passwords should not be so obvious so that others could easily guess them. All Passwords that access City Documents must be submitted to the Mayor in the event there is turnover in that office and the city can maintain uninterrupted access to city documents.
* Log Off: Always make a reasonable attempt to complete the log off or other termination procedure when finished using an internet accessed system or resource. This will help prevent potential breaches of security.
* E-mail: Unencrypted electronic mail sent or received outside any department and on the internet cannot be expected to be secure.
* Disclaimers: Users should avoid being drawn into discussions where disclaimers like "this represents my personal opinion and not that of my department or the City of Zavalla". When you are using internet, services provided by the City, users need to remember that they are representing the City of Zavalla. Procedures: The Department Head or their delegated representative is responsible for their employees' compliance with the provisions of this policy. Any violation of the provisions of this policy will result in disciplinary action.

**9.10 USE OF TELEPHONE/CELLULAR PHONES**

Telephone / cellular phones in City offices, warehouses, police station, fire stations, and other City buildings are for City business. Employees are allowed to make local personal calls but should hold them to a minimum. These calls should be made, if at all possible, on the employee's free time. Any person abusing the use of the telephones or cellular phones is subject to disciplinary action up to and including termination.

Personal long-distance phone calls are discouraged. In the event that an outgoing long-distance personal phone call needs to be made, the Mayor should be notified. Personal long-distance phone calls will be reimbursed to the City. While the City recognizes the need to receive and to make personal phone calls from time to time while at work, personal phone calls should be kept to an absolute minimum.

With the Mayor's approval and the consent of the City Council, certain employees may be provided a cell phone. These phones are to be used while conducting City business. If an employee receives or makes personal ph.one calls, the employee must reimburse the City for the total cost of all calls in a monthly billing cycle. The rate per minute will be established and communicated to the employees in advance based on the cell phone contract in force.

**CHAPTER TEN – WORK WEEK & LEAVE TIME**

**10.1 ATTENDANCE**

All Employees are expected to report to work as scheduled and to work their scheduled hours and any overtime necessary. Employees shall be at their place of work according to city and department policies and regulations. Department heads shall establish work schedules and maintain daily attendance records and report them to the Mayor weekly. If not able to be at your scheduled work time, call your Department Head, City Secretary, or Mayor before your shift.

**10.2 HOLIDAYS**

New Year's Day, President’s Day, Martin Luther King, Jr. Day Columbus Day, Memorial Day, Good Friday, Independence Day, Labor Day, Veteran's Day, June 19th, Thanksgiving Day (Thursday and Friday), Christmas Eve, Christmas Day, and such other holidays as declared.by the Mayor and City Council

1. As many employees as possible shall be given holidays off consistent with the maintenance of essential city functions.

2. Full time regular employees shall be entitled to paid holidays

3. If a holiday falls on a Saturday, the preceding Friday shall be observed. If the holiday falls on a Sunday it will be observed on the following Monday.

4. Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued vacation leave or compensatory time.

5. Employees who are required to work on holidays shall be given an alternate day off or shall be paid regular rates for the time worked in addition to their regular pay. Wl1en the holiday and regular day off occur on the same day those employees who are scheduled off duty on that day will be entitled to additional pay or another day off

6. Employees must work their scheduled day before and scheduled day after the holiday to be entitled for holiday pay.

**10.4 VACATION**

1. Full time regular employees with 1-3 years of service will earn eighty (40) hours of vacation.

2. Full time regular employees with 4-6 years of service shall earn one hundred twenty (80) hours of vacation.

3. Full time regular employees with 7-9 years of service will earn (120) hours of vacation.

3. 10 years plus shall earn one hundred sixty (160) hours of vacation.

Vacation leave shall be administered according to the following policies:

1. Vacation starts accruing after your 1st year of service.
2. Employees shall be encouraged to use a substantial portion of their vacation leave each year. Vacation days do NOT roll over. If they are not used between January 1st and December 31st they are lost with no compensation.
3. The Mayor shall approve vacation time after giving due consideration to the needs of the City and the interest of the employee. A minimum of 2 weeks advanced notice is required in order to arrange a work schedule in your absence.
4. Vacation time will be charged only for time during which the employee would ordinarily have worked.
5. Employees being transferred, promoted or demoted shall retain accrued vacation leave.
6. Official holidays occurring during a vacation shall not be charged to vacation leave.
7. Leave may be taken in half day increments with the approval of the department head.
8. Vacation Leave shall not be advanced to employees, nor can leave credits be transferred between employees. Special Exception: You may transfer days to another employee if an unexpected prolonged illness or terminal illness. Doctor verification is required.

**10.5 SICK TIME**

Regular employees shall be allowed paid sick leave in accordance with the following policies:

1. Full time employees with 1-3 years of experience will receive 5 days of sick leave per year of service. Employees with 4-6 years will receive 6 days of sick leave per year. Employees with 7-9 years of experience will receive 7 days of sick leave per year. Employees with 10 years plus of service will receive 8 sick days per year.
2. Employees can accrue
3. Sick leave hours will accrue monthly and may be taken due to personal illness, immediate family or spouse's immediate family (spouse, any blood or current step-children whether at home or living away), injury, legal quarantine, or routine health appointments which cannot reasonably be scheduled outside working hours. The employee will bring a note from a physician if the absence is three days or longer. If long term absence is needed, paperwork for the Family Medical Leave Act must be filed with the city secretary by the 10th day of absence.
4. Sick leave is not compensated monetarily in the event of severance and/or termination of employment with the City of Zavalla.
5. The City may request and obtain verification of the circumstances surrounding any use of sick leave.
6. Earned vacation leave and compensatory time may be used to supplement sick leave.

Employees shall not be entitled to sick leave when absent from work for the following reasons:

1. Sickness or disability purposely inflicted or caused by willful misconduct.
2. Sickness or disability sustained during periods of leave without pay or absence without leave, or sickness or Disability acquired as a result of another job.
3. After an ill or injured employee uses all available sick leave, vacation leave, and compensatory time, the Employee shall be placed on leave without pay.

**10.6 ON-THE JOB INJURY LEAVE**

Employees who are injured in the course of performing their job in the service of the City shall be granted leave if the attending physician directs the employee to refrain from working due to the nature and extent of the injury. Sick leave will not be charged against vacation or sick leave.

An employee injured on the job shall notify his department supervisor of the injury immediately. The supervisor shall subsequently submit a "First Report of Injury" form and an investigative report to the Personnel Office. A claim shall be submitted to the City's workers' compensation carrier through the City's Personnel Office. Employees failing to report an on the job injury within twenty-four (24) hours from the time of injury will be subject to disciplinary action up to and including termination.

Employees injured on the job will be treated medically in accordance with the Texas Workers Compensation Act. The ­­­­­\_\_\_\_\_ for the physician's service and hospital charges will be paid as directed by the City's workers' compensation carrier.

An employee who is determined by the attending physician to refrain from working due to the nature and extent of the injury will receive full pay from the City for the first seven (7) days or fifty-six (56) hours following the time of injury. After seven (7) working days the employee will receive a temporary income benefit through the City's insurance carrier but will retain employment status. Vacation leave shall continue to accrue as long as the employee maintains his or her employment status.

**10.7 LEAVE OF ABSENCE**

The Mayor and City Council, upon recommendation of the Department Head, may grant employees professional leave, with pay, to attend approved professional activities. Such activities, but are not limited to, conferences, conventions, educational courses, or visits to other cities that might be in the interest of the City of Zavalla. Such leave shall be requested and approved in advance of the activity.

**10.8 MILITARY LEAVE**

Regular employees who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties, without loss of time or efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered by proper authority, not to exceed 15 days in any one federal fiscal year. Employees will continue to receive pay from the city. Request for approval of military leave must have copies of the relevant military orders attached. Military leave in excess of 15 days will be charged to vacation leave or leave without pay. Confirmation that military duty was preformed must be timely provided by the employee. Unused military leave does not carry over to the next year.

Regular employees who are ordered to extended active duty with the state or federal military forces are entitled to the reemployment rights and benefits provided by law upon their release from active duty. Confirmation that military duty was preformed must be timely provided by the employee.

**10.9 CIVIL LEAVE**

Employees are granted civil Leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding. and for the purpose of voting. When an employee has completed civil leave, he or she must report to the city for duty for the remainder of the workday. If the employee will be absent from work for more than one workday on civil leave, he or she must notify the appropriate supervisor daily at the beginning of the work day.

**10.10 DEATH LEAVE**

Full time employees shall be allowed 3 days of death leave per occurrence. Only spouse, Blood children, current Step Children, Father, Mother, Spouse Blood Parents, Brothers, Sisters, and Blood Grandparents are allowed.

**CHAPTER ELEVEN -EMPLOYEE SAFETY**

**11.1 GENERAL**

The City of Zavalla desires to provide a safe working environment for its employees. To accomplish this, the City will provide all reasonable safeguards to ensure safe working conditions. The City recognizes the need to follow good safety principles, and therefore, believes that no job is so important and no order is so urgent that we cannot take time to perform our work safely. The cooperation of all City employees in observing safety rules and procedures will provide safe working conditions and accident-free performance, which will benefit both the employees and City of Zavalla. Department Supervisors are responsible for developing and carrying out an aggressive program of safety education and training.

**GENERAL GUIDELINES**

* Ignorance of safety guidelines outlined in this manual will not be accepted as an excuse for neglect or the use of unsafe practices in the performance of an employee's job.
* The ability/inability to perform work assignments safely shall be one factor of consideration in the selection and promotion of employees.
* The inability to perform work assignments safely is considered grounds for disciplinary action up to and including termination.
* All unsafe conditions shall be corrected as soon as possible. Specific caution or instructions regarding any unsafe Condition should be given to all employees working in the area until it can be corrected.
* Each individual employee is responsible for reporting the presence of any hazard or unsafe condition to his/her Supervisor.

**11.2 PERSONAL SAFETY**

• Each employee must accept an individual commitment to the personal practice of good safety and recognize that Safety is a personal responsibility.

• Each employee must follow all safety rules of the City and comply with instructions of supervisors.

• It is the employee's responsibility, as part of the employee's job, to immediately correct or report any hazards or unsafe conditions.

• Each employee must know his/her job responsibilities and the proper way to perform that job.

• Each employee is expected to wear personal clothing that is safe and proper for their job.

• Safety glasses, face shields, hard hats or other City issued protective gear must be worn where and when required.

• Employees should familiarize themselves with the hazards of materials and equipment they are working with, and take appropriate precautions and use protective equipment to prevent exposure.

**11.3 GENERAL SAFTEY**

• No smoking is permitted near or around gas pumps or in close proximity to any other flammable liquids.

• All work areas including vehicle cabs must be kept clean and free from all rubbish and debris.

• All materials in storage must be stored in a neat and orderly manner.

• All employees should know the location of the First A id Kit in their area. Supervisors must regularly monitor these locations and make sure the proper supplies are on hand.

• Fire Extinguishers must be maintained in all work areas and kept in working condition at all times. All employees should know the location of the fire extinguishers in their working area.

• It is required that all employees learn and follow safe work procedures in the-use of tools, equipment and machinery normally used in their work.

• All guards, shields, etc. must be in place and required personal protective items in use at all times when using machines, tools or equipment.

• All tools, equipment and machinery must be kept clean and in good working condition.

• No employee should attempt to use, adjust, repair or tamper in any way, with any electrical or mechanical equipment unless he/she has specific authorization to do so.

**11.4 MOTOR VEHICLE SAFETY**

All employees of the City must have a valid Texas Driver's License to operate a City owned vehicle, and where required, a commercial license.

It is the vehicle operator's responsibility to operate his/her vehicle in a safe and courteous manner, and obey all traffic laws. City vehicles are constantly under observation by the citizens and must be operated in a safe manner.

Employees shall immediately report all accidents to their supervisor, and the supervisor shall notify the Zavalla Police Department. The employee shall not leave the scene of an accident until an investigation has been made. Employees involved in an accident shall be required to subject to a drug and alcohol test. Failure to report an accident will result in disciplinary action up to and including termination.

**11.5 JOB INJURIES**

An employee must immediately notify his/her supervisor of any on the job injury as required in this policy. The supervisor shall notify the Department Head, who shall notify the Mayor and City Council.

**CHAPTER TWELVE - EMPLOYEE DISCIPLINE**

**12.1 PURPOSE**

The purpose of discipline is to produce a change in the behavior of an employee so that the individual's future conduct complies with city policies and supports the objectives of the organization. Discipline shall be used to correct unsatisfactory behavior and to encourage more effective performance and for no other reason. Disciplinary approaches can be divided into three broad categories.

PROGRESSIVE

DISCRETIONARY

TERMINAL

The approaches and their implementation are defined below:

Progressive Discipline- This method provides a uniform and formal approach to administering a discipline in a progressive system. A specific disciplinary action is established for a first offense and for each additional violation of a rule. With each violation the disciplinary action becomes progressively more severe.

Discretionary Discipline- This approach provides less uniformity that the progressive method but in certain situations it provides the supervisor with the freedom to select a more appropriate disciplinary action than that which be allowed under the progressive approach.

Terminal Discipline- For certain offenses an employee may be dismissed for first violation. All termination actions will be reviewed by the City administrator if there is one and if not then by the Mayor and the City Council prior to counseling with the involved employee.

**12.2 CAUSE FOR DISCIPLINE**

In addition to those causes for discipline and/or removal listed elsewhere in this Handbook, the following are declared to be special causes for prompt progressive discipline. The mere fact that these are specifically listed shall not mean that they are the only causes for discipline and supervisors are given wide discretion to discipline employees in instances which are not specifically enumerated in this Handbook.

Through Discretionary Discipline supervisors are not limited to the progressive steps described below and may impose punishment more severe than those progressively listed.

**CODE:** V/W -Verbal Warning (Needs to be documented)

W/W -Written Warning (If employee refuses to sign written warning then it will be brought in front of the City Council. If Council finds Employee guilty of wrongdoing, they will decide on disciplinary action.)

3D/S- 3 Day Suspension (Without Pay)

D -Discharge/Termination

All documentation will be signed by department head and employee unless it is documented that the employee has refused to sign.

Offences shall include but not listed to the following activities:

1. Engaging in horseplay on the job

2. Fighting or provoking a fight on City property

3. Leaving place of work during business hours without permission of supervisor

4. Sleeping on the job

5. Staring work late even if present on work site on time

6. Extending rest period or lunch hour or taking unauthorized breaks

7. Being tardy or absent without authorization

8. Misuse of sick time

9. Neglect or carelessness resulting in injury to self or others

10. Intentional destruction of City property or property of other employees

11. Failure to follow established rules

12. Willful failure to follow job instruction

13. Deliberately restricting or preventing work from being performed

14. Insubordination

15. Disclosure of confidential information

16. Theft

17. Reporting to work under the influence of alcohol or drugs

18. Illegal use or possession of drugs or controlled substance on the job

19. Illegal use of weapons on the job

20. Willful abuse of the public while in the line of duty

21. Unauthorized use of City vehicle

**12.3 Procedure for Disciplinary Action of Employees who are not Department Heads**

When violations of policy or acts of misconduct are committed by an employee other than a Department Head, a report of disciplinary action will be completed by the Department Head where the employee has his/her primary responsibility and a copy forwarded to the City Council. Such report will list the nature of the violation or act of misconduct, a written description of the incident, the signature of the supervisor, and the date of the report.

The Department Head, the supervisor and employee shall meet, in a timely fashion, and discuss the report. The employee will be given a copy of the report and be given two (2) working days beginning on the next working date after receiving the report and ending at 5:00 p.m. on the 2nd working day, in which to respond to the nature and description of the violation. The response must be in writing and may include information from witnesses or other evidence on the employee's behalf. Any response must be signed by the employee and dated on the date of the response. A written response by the employee is at his/her option and is not required.

At the conclusion of the two (2) day period, or after receiving such response, the Department Head, supervisor and employee shall meet to discuss the report. During that meeting, the Department Head shall inform the employee of the disciplinary action, if any, to be taken and of their right to appeal in writing, within three (3) working days, to the City Council. Such disciplinary action shall be documented on the report of disciplinary action and forwarded to the City Council for review. If the City Council approves the disciplinary action, he/she shall sign the report and forward one (I) copy to the Employee and one (l) copy to the employee's personnel file. If the City Council disapproves of the disciplinary action, he/she shall meet with the Department Head and Supervisor to review alternate types of action.

If the employee exercises his/her right to appeal to the City Council, the City Council may suspend the imposition of disciplinary action pending the outcome of the hearing. The employee, Department Head/Supervisor, and City Council shall meet within seven (7) days of the appeal and review the report. After such meeting, the City Council will issue a decision within three (3) days, in writing, to the employee. The decision of the City Council, with regard to disciplinary action, is final.

The City Council may order a suspension, with pay, of an employee before reaching a decision on disciplinary action if the City Council determines that such suspension is in the best interest of the City. Such suspension shall not be considered disciplinary action and shall not reflect adversely on an employee's disciplinary record.

A Department Head may suspend an employee from duty immediately, with or without pay, for violation of these policies or acts of misconduct, if the Department Head feels such action is necessary to preserve order in the City organization and is in the best interest of the City. The Department Head, supervisor and employee shall meet with the City Council, within seven (7) days, and discuss the reason for such suspension. The City Council shall then make a determination if such action was necessary and in the best interest of the City. If the City Council determines such action by the Department Head was correct; the City Council will instruct the Department Head to begin the disciplinary process listed above. If the City Council determines such action was not correct, they shall order the reinstatement of the employee with pay for the time missed.

**12.4 Procedure for Disciplinary Actions for Employees who are Department Heads**

Any employee of the City of Zavalla who is a Department Head may be disciplined or dismissed from service by the City Council.

The City Council shall give written notice to such employee advising him/her of the nature of the violation or act of misconduct, a written description of the incident which shall be signed and dated by the City Council. The employee shall have two (2) working days to respond in writing to the nature and description of the violation. However, such response is at the option of the employee and is not required. At the conclusion of the two (2) day period, or after receiving the response, the City Council shall meet within seven (7) days with the employee and inform him/her of the disciplinary action, if any, to be taken. The decision of the City Council shall be final.

**12.5 RESIGNATION**

To resign in good standing, an employee of the City must give fourteen (14) days’ notice to the Mayor of his/her intention to resign. Employees who terminate their employment other than by discharge will receive their final paycheck on the next scheduled payday provided all issued equipment owned by the City had been returned.

**12.6 REDUCTIONS IN FORCE**

The City Council and/or Mayor may require the abolition of any position or authorize reduction in force at any time. Employees terminated due to a reduction in force will receive their final paycheck upon return of all issued equipment owned by the City and repayment of all sums owed to the city.

**12.7 TERMINATION FOR CAUSE**

Employees being terminated for cause will receive their final paychecks less all sums owed to the City upon return of all issued equipment owned by the City.

**12.8 REVIEW BY CITY COUNCIL OF TERMINATION FOR CAUSE**

Any regular employee terminated for cause may request to appear before the City Council for purposes of requesting a lesser penalty or reinstatement. A majority of the City Council may vote to reinstate the terminated employee and impose a lesser penalty.

**CHAPER THIRTEEN – CITY FORMS**

Executed this 10th day of April, 2015 by the Zavalla, Texas City Council.

Revised and adopted on **July 10th, 2023** by the Zavalla, Texas City Council

Acknowledgement of Receipt of Personnel Policy Handbook

I hereby acknowledge receipt of the City of Zavalla Order of Operations Handbook, Per adopted by the Zavalla City Council on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,2023.

I understand that I am responsible for reading and understanding the Policies as outlined and further agree to comply with it and any other rules

And policies of the City.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Day/Year

Filed in employee personnel record on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,20\_\_\_\_\_ by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Secretary

**Social Media Policy Form**

**Social Media Policy** - In order to avoid any violation of the Open Meetings Act a social media policy has been adopted by the City of Zavalla. This policy applies to all employees, department heads, mayor, and city council members.

**Purpose**: To convey information from the City to its citizens, to facilitate a sense of community and for residents and businesses to communicate with and obtain information about the City of Zavalla online. The City of Zavalla encourages the use of social media to reach a broader audience and to encourage citizen participation. **The City website will remain the primary avenue for release of information.**

Policy Guidelines:

* 1. The City has an overriding interest and expectation in deciding who may “speak” and what is “spoken” on behalf of the City on social media sites. The city secretary & Mayor will have the sole discretion to approve what social media outlets may be suitable for use by the City and its departments. Each department that maintains a separate media site shall provide the Mayor and Secretary with site log-ins and passwords.
  2. All official city presences on social media sites are considered an extension of the city’s computer information network and are subject to retention schedules according to the Texas local government code chapters 201-205.
  3. The city reserves the right to remove any content that is not within these guidelines: Content specifically prohibited, profane language, political activity, solicitation of commerce, sexual content, confidential content, information that compromises the safety and security of the public or public systems, links to website or pages of outside entities not related to the city site.
  4. Use of personal accounts: Elected Officials should be aware of additional risk related to your general participation on social media.
     + 1. Open Meetings Act: communication between a quorum of council members about public business, no matter the forum or time, can constitute a meeting to which the Open Meetings Act applies.
       2. You should always use a disclaimer at the beginning of a post stating the views, postings, positions, or opinions expressed on this site are my own and do not represent those of the City of Zavalla Texas.
       3. Public Information Act: Be aware that a personal social media account, depending on its content may still be subject to the public information act.

I acknowledge I have read and reviewed the policy:

Elected Official Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_