



CITY OF WESLACO

Personnel Policies (COWPP)

Originally Approved:	02/21/2006
Amended:	02/24/2009
Amended:	08/07/2018



Personnel Policies

CITY OF WESLACO, TEXAS

THE CITY OF WESLACO

Originally Approved: 02/21/2006

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08/07/2018

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DISCLAIMER: These policies are not intended to be nor should they be construed as all-encompassing or a part of an employment contract. Nothing contained in them should be considered as altering the employment at-will relationship between employees and the city.

If these policies in any way conflicts with state or federal law, rule or regulation, the law, rule or regulation at all times supersedes them.

These policies supersede any other policies previously written.

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The City of Weslaco
Policies for People and Management Functions
Policies

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Solicitation and Distribution
Systems and Data Security
Telephone Calls and Etiquette
Use of City Equipment, Property, and Vehicles
Vacation
Violence Prevention
Wage Overpayments and Underpayments
Workers' Compensation Insurance

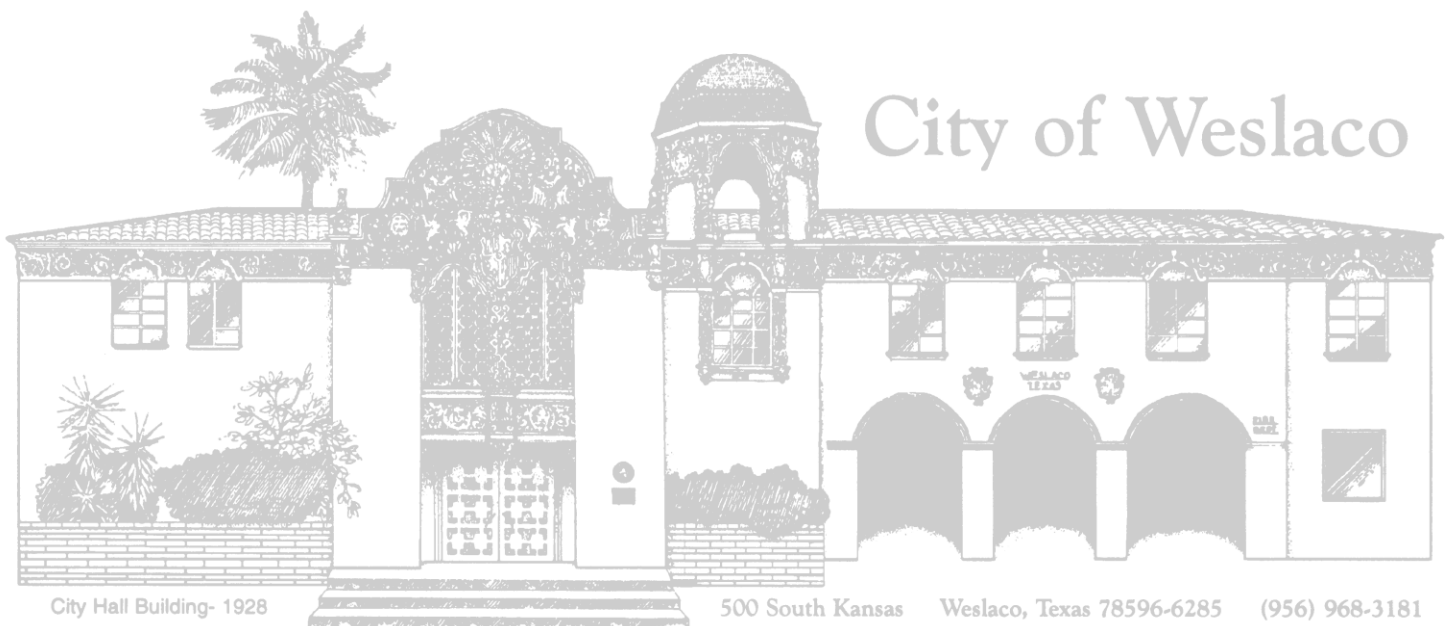
The City of Weslaco was incorporated in 1927 and operates under the Commission-Manager form of government. The Commission-Manager form distinguishes between the policy and administrative functions of city government. The City Commission is the legislative body of the City government. It is composed of seven members, which include the Mayor and six commissioners.

The city commission sets policy, controls City funds, levies taxes and borrows money necessary to meet essential City needs. The City Commission hires the City Manager who has the responsibility of administering the day-to-day operations of the City.

At City of Weslaco, our success has been built by developing and maintaining a loyal, efficient group of employees who gain satisfaction from their work, and to whom high achievement is a personal ambition. Dedicated to the highest standards of citizen satisfaction, employees are expected to strive daily to maintain the mark of excellence that has become synonymous with City of Weslaco.

The City's emphasis is on people, recognizing that even with the finest equipment, materials and elaborate systems and procedures, people make the total operation work, and they work together best in an environment where they are respected as individuals and recognized as important members of the team. The City observes the highest moral and ethical standards. Consistent with the City's policies and procedures:

- City employees shall abide by the policies and follow the procedures established by the City.
- The training and education of City employees is encouraged whenever possible.
- Employees providing efficient and responsible service deserve recognition by their supervisors whenever warranted.
- The City will make every effort to provide employees with satisfactory working conditions.
- The City will strive to provide prompt and fair attention in the handling of all personnel matters including complaints and corrective action.



Policies for People: Our policies for people focus on opportunities and incentives for maximum personal growth and are embodied in specific City objectives to:

- Promote from within the City, hiring new people only when the necessary qualifications or skills cannot be met from within.
- Ensure that earnings reward individuals in direct proportion to performance.
- Ensure that all employment-related decisions are based only on attendance, performance and conduct without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status or any other protected status.
- Remain open to suggestions and ideas, encourage employees to come forward freely with recommendations, seek prompt solutions to problems and always keep lines of communication open.
- Provide pleasant and safe working conditions and encourage teamwork.
- Keep employees informed of significant developments.

Management Functions: The City retains the right to exercise customary managerial functions, including, but not limited to, the right to:

- Select, hire, assign, supervise, correct and dismiss employees.
- Decide and change performance standards and expectations, and evaluate employees' performance.
- Decide and change reporting times, quitting times and shifts.
- Transfer employees within departments or into other departments and other job classifications.
- Decide and change the size and qualifications of the workforce.
- Decide and change the methods by which operations are carried out.
- Manage and control the premises and equipment.
- Assign duties to employees according to operational needs and requirements.
- Establish, change and abolish policies, practices, procedures, rules and regulations.

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ACCESS TO PERSONNEL FILES

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The Human Resources Department shall maintain personnel files and records for every City employee. These files are to contain documentation regarding all aspects of employees' tenure with the City, such as performance appraisals, corrective action notices, letters of commendation, etc. The Human Resources Department maintains any required medical information in separate confidential files.

Employees may inspect their personnel file and medical file. This may be done by contacting the Human Resources Director and arranging a mutually convenient time to do so. These files must be reviewed in the office and presence of the Human Resources Director or designee.

Employees may request a copy of any document in their own personnel file. Such copies will be made by the Human Resources Director or designee. Employees may also submit information for inclusion in their file, such as a response to a performance appraisal or new credentials earned. Employees may also request the correction or removal of inaccurate, irrelevant, outdated, or incomplete information from their records.

The City reserves the right to withhold from an employee's access any documents in his or her file which the City, in its sole judgment, deems to invade, impair, compromise, or in any way affect the rights or legitimate expectations of others to privacy or confidentiality. The City further reserves the right to withhold comments which it deems private, confidential, or privileged.

The City will respect and protect employee privacy. It will not voluntarily disclose or disseminate personnel or medical records, salary, benefits, or terms of employment without an employee's prior permission. However, supervisors may be allowed to review parts of employees' files on a need-to-know basis. Regulatory agency representatives, in the course of their business may be permitted access to personnel files. Further, emergency or medical personnel on a need-to-know basis will be able to review medical records during an emergency medical situation.



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ACCIDENT REPORTING

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Employees operating City equipment or vehicles must immediately report all vehicular accidents, property damage and any liability claims to their Department Head. The Department Head will send the vehicular accident or other loss notice to the Human Resources Department.

All vehicular accidents must be reported to the Police Department, Texas Department of Public Safety, or Sheriff's Department as necessary, so that an official accident report can be filed.

The City may take corrective action should an employee be found to have been negligent or reckless or to have caused excessive damage to City equipment.



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ATTENDANCE AND PUNCTUALITY

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It is important that employees be at work on time every day and that they work the hours scheduled for their positions. Absenteeism and tardiness reduce the efficiency of City operations. More importantly, they place a hardship on co-workers who report to work regularly and punctually. Thus, both absenteeism and tardiness must be kept to an absolute minimum.

- Satisfactory attendance and punctuality are conditions of employment. Unsatisfactory attendance and tardiness will result in corrective action and/or termination of employment.
- An hourly employee who is late for work will forfeit pay for the actual time the employee is late, calculated to the nearest one-quarter (1/4) hour.

The City recognizes that occasionally employees may not be able to report to work on time or at all. It is the employee's responsibility to notify their supervisor before their usual starting time. If the immediate supervisor is unavailable, the employee must leave a message with any other supervisor in the department or the Department Head stating why the employee will be late or absent, when the employee expects to report to work, and a telephone number where the employee can be reached. Leaving a voice mail message or a message with a coworker is not sufficient.

Corrective action may be taken if an employee:

- Fails to timely notify the City as specified above.
- Is absent or late excessively.
- Does not have an acceptable excuse for being late or absent.

An employee may be required to provide a physician's statement documenting an absence relating to illness or injury which lasts two (2) or more consecutive work days and releasing the employee for return to work. Departments have the option to have more stringent rules.

Employees are subject to termination of employment if they are absent without acceptable notification or without satisfactory reason for such absence.

An employee who is absent without prior authorization for two (2) consecutive workdays will be considered to have abandoned the job at the end of their normal shift on the second day. It shall be the responsibility of the employee to provide Human Resources with acceptable documentation of any mitigating circumstances for final decision by the City Manager.

If an employee must be absent from work for more than two (2) consecutive workdays, the employee must apply for a formal leave of absence, in accordance with the City's provisions for leave.



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CHANGES IN EMPLOYEE PERSONAL DATA

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Employees must notify their immediate supervisor and the Human Resources Director of any of the following:

- Change of address, including temporary residential changes;
- Change of phone number or nearest phone number, whether it be listed or unlisted;
- Change of information concerning whom to contact in the event of an emergency;
- Change in marital status or in number of dependents;
- Change of beneficiary for life insurance and retirement benefits;
- Additional schooling, training, certificates or degrees earned during the course of employment;
- Any change in Social Security or driver's license numbers.



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CIVIL SERVICE EMPLOYEES

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State civil service laws, as well as collective bargaining laws and contracts cover certain City employees in the Police and Fire Departments. Personnel management for members of the bargaining units are governed by collective bargaining contracts, by civil service statutes, by civil service rules and regulations, and by department rules and regulations and standard operating procedures, in that order.

The City's Policies and Procedures shall apply in the absence of a provision, rule, regulation, or directive contained in any one or more of the foregoing instruments. To the extent that the City's Policies and Procedures apply, they shall be binding on civil service employees.

Probationary police officers and firefighters are not covered by collective bargaining contracts, by civil service statutes, by civil service rules and regulations, and by department rules and regulations and standard operating procedures.



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CLASSIFICATION AND COMPENSATION PLAN

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A job classification and compensation plan covering all positions is maintained by the City Manager or designee. The plan clusters into groups those jobs which are similar in type of work, difficulty, and responsibility. The job classification plan provides a list of job titles, job descriptions, with pay rates established by groups and job titles. The titles listed in the classification plan is used in all personnel records and transactions.

Each year, the City Manager makes recommendations to the City Commission concerning adjustments in salaries and wages. The City Commission thereafter determines the allocation of funds to the employee compensation plan as part of the budgeting process.



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CLEAN AIR

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In the interest of providing a healthy, comfortable working environment, smoking and the use of all tobacco products is prohibited in City vehicles and buildings.

- Employees are responsible for notifying their visitors of this policy.
- Employees may not leave their assigned areas to smoke except at regular approved breaks or mealtime.
- Smoking is not permitted within 25 feet of a City building.



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COMPLAINTS AND CONCERNS

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People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. This kind of respect spurs individuals to achieve their highest level of personal performance and to find a rewarding degree of personal pride in the expression of their own abilities.

The City's aim is to create and constantly enhance such an environment. Certain standards of conduct must be maintained to ensure that each employee is treated fairly and consistently. Policies, procedures and rules must be administered uniformly, and employees must comply with all established conduct standards.

However, we also realize that in our City, as in any organization, complaints will arise. A complaint is the dissatisfaction which an employee feels concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, corrective actions, or the interpretation or application of a rule, regulation or policy.

When this occurs, the problem can best be resolved if it is discussed by the employee with their immediate supervisor as soon as possible. For a complaint to be timely, this discussion must occur within five working days of the incident causing the complaint. Usually this informal discussion can resolve the issue. A supervisor will not be criticized for having a complaint filed in his or her work group, but is accountable for an honest effort to resolve the issue.

If the employee's supervisor is the subject of the complaint, the employee may address the complaint to the next level of management. In such a case, and where a complaint is not resolved informally, all responses under the formal complaint procedure will be made by a manager one level up from that indicated.

Occasionally some issues arise which cannot be resolved informally. When this occurs, a formal complaint procedure is available to employees. Employees are encouraged to present their views, and will not be intimidated or retaliated against in any way.

Complaint Procedure: When a complaint is not informally settled, the following steps will be followed:

- **Step One:** Within five working days after the informal discussion with their immediate supervisor, the employee should provide a written complaint to the manager above the immediate supervisor. A copy of the complaint should be provided to the Director of Human Resources. The complaint will be investigated, and the manager's decision will be given to the employee within five working days from receipt of the complaint.
- **Step Two:** If an employee is not satisfied with the decision, the employee may then file a written appeal to the next level of management within five working days of the receipt of the decision. A copy of the appeal should be provided to the Director of Human Resources. The next level of management will then investigate the complaint and a written decision will be given to the employee within five working days of the receipt of the appeal.
- **Step Three:** If the complaint is not resolved at Step 2, the employee may, within five working days of receipt of the Step 2 decision, file a written appeal with the City Manager who will evaluate the facts, review the positions of both parties, and within a reasonable time, not to exceed 15 working days following receipt of this appeal, give the employee a written decision. This decision is final in all respects and will be filed in the employee's personnel file.
- Dismissed employees who wish to utilize the complaint/appeal procedure must do so within ten (10) working days. If the employee fails to do this, employee will no longer be eligible to utilize the complaint /appeals procedure.

Complaint Meeting Guidelines: All meetings will be scheduled at mutually satisfactory times.

- New complaint issues that were not raised at the first step may not be raised by either party at subsequent steps. In such cases, a separate complaint may be pursued.
- Complaint information or testimony must be treated in a discreet and confidential manner by all persons involved.
- Employees may not file or appeal complaints to the City Commission.



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DATING AND FRATERNIZATION

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The City intends to maintain a work environment that is free from intimate, romantic or dating relationships between supervisors and their subordinates or between employees involved in any other power-differentiated relationship. Power-differentiated relationships can lead to sexual harassment (or the appearance of harassment) and adversely affect morale, operations, and productivity because of favoritism, bias, or unfair treatment (or the appearance of favoritism, bias, or unfair treatment).

- A "power-differentiated relationship" is any supervisor-subordinate work relationship or other work relationship in which one employee supervises or manages (directly or indirectly) another employee or makes decisions concerning another employee's terms, conditions or privileges of employment. The City does not otherwise discourage friendship or social activities among its employees.

In order to effectuate the purposes expressed above, when an intimate, romantic, or dating relationship develops between a supervisor and a subordinate, the supervisor involved in the relationship must immediately report it to his/her manager or may report to and/or contact the Human Resources Director, without regard to the employee's normal chain of command.

Once a power-differentiated relationship is reported, the City may attempt to modify the work relationship, through transfer within the City or by any other available options. The City may also give the employees the option to either terminate their relationship or to continue it, at which point one employee will be required to resign.



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DEMOTIONS

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With the concurrence of the City Manager, a Department Head or designee may demote an employee. If a job vacancy is filled by a demoted employee, the City may dispense with its normal procedure of advertising the vacancy to other employees or the public. The pay of a demoted employee will be commensurate with the responsibilities of the lower position.

A demotion will not be approved if the employee is unqualified for the position to which demotion is recommended or if the demotion would require the displacement (and thus, layoff or termination) of a regular employee in the lower position.



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DIRECT LEAVE DONATION PROGRAM

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Employees may donate sick leave and/or vacation leave to other employees who may need additional leave as a result of a non-job-related catastrophic, chronic illness or injury (as defined by the Family Medical Leave Act) of the employee or of an immediate family member.

Requests: Employees requesting leave must:

- Alert their supervisor at the earliest practical time the dates of their absence or anticipated absence(s).
- Complete a Direct Leave Donation Request Form and provide supporting documentation (i.e., Doctor's certification) to the Human Resources Department for processing.
- Notify Human Resources and Payroll when it is anticipated they will not have enough paid leave and coordinate out-of-pocket payments to continue insurance benefits.
- Follow-up at earliest practical time but no later than 30 days (i.e., Doctor's recertification(s), extended leave requests, anticipated return dates and/or approvals).

To be eligible to receive donation, an employee must be in a no-pay status, without any available paid leave, be in same or lower pay-grade of the prospective donor, and provide certification from a licensed physician of the employee's or his or her immediate family member's medical condition and/or illness. The City reserves the right to require additional licensed practitioner's statements from health care providers of its choice. The expense of such additional statements will be borne by the City.

Donations: Employees desiring to donate must complete a Direct Leave Donation Form and submit it to the Human Resources Department no later than the last day of a pay period for which they are donating. This form includes:

- The donating employee's printed name and signature.
- A statement confirming that the employee's participation is voluntary and knows that donated leave will not be refunded except in unusual circumstances.
- A statement that the donating employee has received and read this policy.
- The donating employee's authorization for an initial contribution of hours of sick leave to the requesting employee.

Donors must retain a balance of 80 hours of sick and/or vacation at time of donation. Otherwise, there is no limit on how many hours of leave an employee may donate.

There is no right of appeal of any decisions related the Direct Leave Donation Program. All requests will be processed on a case by case basis in the order in which they are received in the Human Resources Department.

Departments: Departments receiving leave requests and offers to donate must:

- Date and time stamp the Direct Leave Donation Request Form and the Direct Leave Donation Form as received. This process will determine the order in which leave will be deducted from the donor's leave balances where there are multiple requestors or multiple donors for a single individual.
- Notify Human Resources and Payroll of the pending leave request(s) no later than the last day of the current payroll period.
- Track all leave on time-clock plus and code it appropriately, including FMLA leave without pay, ADA leave without pay, etc.
- Inform the department that a request has been submitted by an employee in need of donation.
- Request approval of the City Manager for donor participation from other departments.

Regular full-time employees who have completed one (1) year of continuous employment may receive a maximum of 240 hours of donated paid leave. Review for possible extension of leave may be made by the Department Head and the Human Resources Director to the City Manager at 30 day intervals. This review will be made only under the assumption that the condition of the employee or family member is improving to the point that the employee is expected to return to work within the 30 day period.

The Direct Leave Donation Program is normally a department-wide program. Departments with no available donors may seek authorization from the City Manager to request the participation of other department(s). Departments with less than five employees upon approval by the City Manager may be paired with other departments.

Contributions are strictly voluntary and employees shall not be coerced in any manner. Donated leave will be transferred on an hour for hour basis without regard to pay differential; such that the recipient of the donated leave will be paid at their current rate of pay. Donations must be in increments of no less than four (4) hours.

In the event of a catastrophic, chronic illness or injury requiring episodic treatment (dialysis, chemotherapy, radiation therapy, and physical therapy), a recipient may use donated leave in non-consecutive increments. Illnesses of the same type or that may routinely re-occur will have a lifetime maximum of ninety (90) days.

Leave accruals are maintained in the payroll system and shall be deducted from the donor's leave balance and added to the recipient's sick leave balance. Only the amount of leave which has been projected as necessary to cover each pay period will be transferred at any given time. Should an employee be approved for donated leave also qualify for FMLA leave, the two leaves shall run concurrent.

Usage of leave previously approved shall cease upon receipt of a physician's release to return to work.

Retroactive payment for the value of this leave is not allowed.

Exclusions: Employees are ineligible to use donated leave during corrective action suspensions or while receiving income from supplemental insurance plans. Conditions, illnesses and injuries excluded from eligibility:

- Cosmetic surgery, unless such surgery is the result of, or was necessitated by an illness, accident or injury off the job.
- Participation in or voluntary commitment to a psychiatric facility, detoxification center, or similar center for the purpose of rehabilitation from substance and/or alcohol dependency.
- Intentionally self-inflicted injuries such as injuries resulting from a suicide attempt.
- Injuries occurring as a result of secondary employment.
- Injuries occurring while committing a crime (including driving while impaired).
- Normal pregnancy and delivery. Time off following the birth of a child is considered normal regardless of the method of delivery and will not be considered for this program unless medical documentation shows complications to the mother or the child after the delivery.

Repayment of Leave: When repayment is required, reimbursed leave hours will be returned to the original donor(s). Reimbursement will be made on an hour-for-hour basis without regard to pay differential. Recipients shall not be required to repay donated leave hours unless:

- Compensation is received from another source for the same period of time the employee received donated leave hours, such as subsequently received workers' compensation benefits or short and long-term disability benefits.
- There is a finding of wrongdoing. In such a case, the employee must repay all of the leave credits drawn from the Direct Leave Donation Program. Corrective action or termination of employment may occur. If an employee does not agree with the finding of wrongdoing, the employee may use the City's complaint and appeal process.

Violations: Abuse of this program includes, but is not limited to:

- Misrepresentation of an illness, injury or the circumstances surrounding it.
- Submission of a medical certification which misrepresents the nature of an illness or injury.
- Failure to advise the City of the physician's release to return to work.

The Finance Department will handle inquiries/requests for adjustments, process adjustments and communicate with employees and departments regarding leave requests and donations.

The Human Resources Department will process employee leave requests, provide information regarding pending leave requests and related policies and procedures, and investigate allegations of abuse of this program.



Personnel Policies

CITY OF WESLACO, TEXAS

DISCHARGE

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The discharge of any employee is considered to be a very serious situation that requires a carefully conducted prior review. Accordingly, no supervisor is authorized to cause the discharge of any employee without prior review and approval. This review and approval will involve at least one other member of the management team, most typically the supervisor's manager, the Human Resources Director and the City Manager.

An employee who is discharged because of violation of City policy will not be permitted to return to his department or work area, or to any other department or work area other than the Human Resources Department, without specific approval by his supervisor and the Human Resources Director.

The formal complaint procedure established by the City is available to any discharged employee who disagrees with the decision to discharge.



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CITY OF WESLACO, TEXAS

DISCRETIONARY TIME

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This policy applies to exempt employees only.

Exempt employees may be required to work in excess of forty (40) hours in a certain work week and are expected to work as necessary to complete their job assignments. Exempt employees receive their salary for any week in which they perform any work, without regard to the number of days or hours worked.

A Department Head may grant discretionary time off in recognition of hours worked by an exempt employee, if the departmental workload allows. Discretionary leave for exempt personnel is not a right and is not provided on an hour-for-hour basis. Exempt employees wishing to take more than two (2) hours of discretionary time are required to obtain advance approval from the City Manager through their Department Head. There will be no monetary reimbursement made for discretionary time for exempt employees at separation or at any other time, regardless of the circumstances.

“Docking” an exempt employee’s pay for a partial day’s absence will be permitted only as authorized by law and approved by the Human Resources Director.

The City is not to make improper deductions from an exempt employee’s pay. Any exempt employee who believes an improper pay deduction has been made must immediately notify the Human Resources Director. The City will promptly reimburse an exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

The Human Resources Department is responsible for ensuring that all employees are paid in accordance with federal and state laws.

The Finance Department is also responsible for ensuring that all employees are paid in accordance with federal and state laws. It receives requests for payroll adjustments, processes adjustments and communicates with employees and departments regarding FLSA compliance.

Department Heads or designees are responsible for reviewing and approving exempt employees' time each week; for reviewing various workday reports to ensure correct and timely payment for hours worked; for acquiring written authorizations from employees requesting leave without pay and submitting them to Human Resources before leave is approved.

Exempt employees are responsible for submitting any complaints in writing if they believe their pay is incorrect. The complaint should include the dates and circumstances of the pay deduction and whether it has occurred on other occasions.

Pursuant to Title 29 CFR §541.710 Employees of public agencies:

- An employee of a public agency who otherwise meets the salary basis requirements of § 541.602 shall not be disqualified from exemption under §§ 541.100, 541.200, 541.300 or 541.400 on the basis that such employee is paid according to a pay system established by statute, ordinance or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:
 - (1) Permission for its use has not been sought or has been sought and denied;
 - (2) Accrued leave has been exhausted; or
 - (3) The employee chooses to use leave without pay.

Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced. Other allowable deductions:

- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act; unless accommodations are approved by the City Manager.
- Unpaid disciplinary suspensions of one or more full days.
- Deductions for the first and last week of employment, when only part of the week is worked by the employees.

An exempt employee shall not be paid for any work day in which no work was performed, unless accrued leave time is used.

This policy shall be reviewed every five years or sooner if necessary by the Human Resources and the Finance Departments.



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DRIVER'S LICENSE AND INSURABILITY

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Driver's License: All operators of City vehicles and mobile equipment are required to have an appropriate and valid State of Texas Driver's License authorizing the operation of such vehicle, and must keep supervisors informed of any change of status in their licenses. Failure to report such a change in status may result in corrective action.

- Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or mobile equipment operator may result in demotion, transfer or termination of employment.

Driver's Insurability: Employees whose positions require the operation of a motor vehicle are expected to obey all traffic laws and avoid accidents at all times, even when driving their own vehicles during non-working hours.

- Failure by employees to maintain a driving record satisfactory to the City's general liability insurance carrier shall result in termination of employment.
- Upon request, employees receiving reimbursement for mileage driven while on the job must show proof of minimum insurance as required by the State of Texas.



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DRUG AND ALCOHOL-FREE WORKPLACE

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All employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Our intent is to maintain a drug-free, healthful, safe and secure work environment.

If employees are taking a drug or other medication, whether or not prescribed by a physician, which is known or publicized as possibly impairing judgment, coordination, or other senses important to the safe and productive performance of work, they must notify their immediate supervisor prior to starting work. Management will determine whether they can work and impose any necessary work restrictions.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or while conducting City business off premises is absolutely prohibited. Violations of this policy will result in corrective action and/or termination of employment, and may have legal consequences.

The City recognizes alcohol and drug abuse as a potential health, safety and security problem. If employees need help in dealing with such problems, they are encouraged to use our health insurance plans, as appropriate. Conscientious efforts to seek help for an alcohol or substance abuse problem will not jeopardize their job and will not be noted in their personnel records.

When there is evidence to reasonably suspect that an employee has reported to work or is working impaired due to alcohol or drugs, the employee may be asked to submit to alcohol and drug testing. Any employee involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing. A supervisor must relieve the employee of duty or take the employee to the City Medical Advisor for testing and/or evaluation. No employee, reasonably suspected to be under the influence of drugs or alcohol, will be allowed to drive themselves to be tested/examined or to drive home.

Employees must, as a condition of employment, abide by the terms of this policy and submit to drug and alcohol testing, and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made to the Human Resources Director within five days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988. For more detailed information, consult the Human Resources Director. The City utilizes the following drug and alcohol tests and procedures.

Pre-employment: Applicants must undergo a drug screening examination for illegal drugs and/or controlled substances prior to acceptance for final employment.

Reasonable Suspicion: If reasonable suspicion of substance abuse exists that an employee has used, possessed or is under the influence of alcohol, any illegal drug, or any controlled substance, the employee may be required to submit a urine and/or blood specimen for testing. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- A pattern of abnormal or erratic behavior.
- Direct observation of drug or alcohol use.
- Presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).

Post-accident: Whenever an employee is involved in an accident in which it causes any bodily injury or property damage, the employee will be required to submit a urine specimen for testing as soon after the accident as possible.

Random Testing: Under the direction of City Manager, a random test may be conducted on selected groups of employees. The selection criteria for the tested group will insure that no one individual is singled out for testing. Mandatory testing of all employees in the selected group is required. The purpose of random testing is to insure our work areas remain safe and free of drug and alcohol abuse. The laboratory will conduct random selection.

Testing Procedures: An employee reasonably suspected of the use of illegal drugs or unauthorized controlled substances and/or alcohol while on duty will be taken to the Certified Testing Facility for testing. Chain-of-custody procedures will be followed when obtaining samples.

The Department Head at his/her discretion may have the employee taken home and paid for the time required to get test results or may assign the employee to safe light duty pending the test results.

The results of the drug test will be delivered to the Human Resources Director. In the event of a confirmed positive test result and the absence of a legitimate medical explanation for it, the employee tested will be subject to corrective action or termination of employment.

There are special background checking and drug testing requirements for all City drivers required to have a Commercial Driver's License (CDL). Contact the Human Resources Director for specific information.



Personnel Policies

CITY OF WESLACO, TEXAS

EDUCATIONAL LEAVE OF ABSENCE

Originally Approved: 02/21/2006

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08/07/2018

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The City encourages its employees to attend educational conferences and take self-improvement and job-improvement courses, which are related to their work. Additional education is one of the measures used in making recommendations for advancement and promotion. Unless required by the City or otherwise approved by the City Manager, all courses and conferences are at the employee's expense.

Leave without pay may be granted to regular full-time or regular part-time employees for the purpose of furthering their education, so long as such studies are deemed to be of value to the City and of a beneficial nature to the employees in performing their current duties. Educational leaves may not exceed twelve (12) months duration.

Prior approval by the Department Head and the City Manager is required for educational leave. An employee granted an educational leave of absence without pay will retain their original service date, but will not accrue any fringe benefits while on leave.

Employees returning from an educational leave in excess of thirty (30) calendar days' duration will be subject to reinstatement on the same terms as are applied to employees returning from disability leave.



Personnel Policies

CITY OF WESLACO, TEXAS

E-MAIL AND INTERNET ACCESS

Originally Approved: 02/21/2006

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08/07/2018

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Access to the City's e-mail system, Intranet and the Internet is limited to business use only. All use of the e-mail system and all Internet activity are subject to inspection, monitoring and logging to enforce this policy. Any employee found to be in violation of this policy is subject to corrective action and/or termination of employment. Examples of misuse include, but are not limited to:

- Engaging in any kind of business activity which is not in support of the City.
- Attempts to gain unauthorized access to any computer or communications system.
- Playing computer games during working hours and browsing the Internet purely for entertainment.
- Utilization of the City's equipment and services to access, transmit, receive or archive illegal or sexually explicit material, or material which promotes hate, violence or discrimination of any kind.



Personnel Policies

CITY OF WESLACO, TEXAS

EMPLOYEE ASSISTANCE PROGRAM

Originally Approved:	02/21/2006
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	08/07/2018
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The City's Employee Assistance Program provides professional assistance to employees and their families when they experience personal difficulties. Difficulties may involve, but are not limited to, substance abuse and marital, family, legal or financial problems.

All regular full-time and regular part-time employees and their household members are eligible for telephonic EAP services.

Confidentiality: When an employee utilizes the services of the program by directly contacting the EAP, the City will have no knowledge of the contact.

If misconduct or declining job performance brings illegal or non-prescribed drug or alcohol abuse problems to light, corrective action or termination of employment may occur. Employees, who seek diagnosis and accept treatment for alcohol or drug-related problems before the problems become evident through misconduct or declining job performance, can do so on a strictly confidential basis using the leave policies (sick leave, vacation, personal leave, and unpaid special leave) currently available.

Employees attending EAP sessions may use appropriate leaves of absence, upon approval from their Department Head. When in-person EAP services such as rehabilitation are required, the costs incurred are the responsibility of the employee. Medical Plan Insurance may be used to the extent provided under the individual's health insurance coverage.



Personnel Policies

CITY OF WESLACO, TEXAS

EMPLOYEE CONDUCT

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08/07/2018

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All employees are expected to become acquainted with the performance criteria for their particular job and with all rules, procedures and standards of conduct established by their department and by the City. Further, their conduct away from work must not adversely affect the City, its reputation, operational success, or relationship with its employees, citizens or others doing business with it.

If employees do not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct, corrective action, the severity of which will depend upon the circumstances, should result. Corrective action must be taken only when an investigation of the facts shows that it is justified. If employees disagree with a decision regarding corrective action, a complaint procedure is available to them.

It is important that all employees understand what is expected. It is impossible to write procedures covering every situation. The following are some examples of employee conduct that are not permitted and that will result in corrective action and/or termination of employment:

- Conduct that an employee has been informed is unacceptable.
- Failure to maintain satisfactory work performance standards.
- Failure to respond while “on-call”.
- Violation of public law when at work on the premises or off the premises when engaged in a work assignment.
- Falsification of time records, personnel records or other City records.
- Smoking in City facilities or vehicles.
- Gambling, participating in lotteries or any other games of chance on the premises any time.
- Violation of the Drug and Alcohol-Free Workplace Policy of the City.
- Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the City.
- Possession of firearms, explosives or other lethal weapons on the premises or in City vehicles.
- Abuse or waste of City tools, equipment, fixtures, property, supplies or goods.
- Creating or contributing to hazardous, unhealthy or unsanitary conditions.
- Violations of safety rules or acceptable safety practices.
- Failure to cooperate with a supervisor or co-worker, impairment of function of a work unit or disruptive conduct.

- Disorderly conduct, harassment of other employees (including sexual harassment) or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on or off the premises when engaged in a work assignment.
- Sleeping on the job.
- Dishonesty or the unauthorized possession, removal or use of City or another employee's property, including records and confidential information.
- Creating a condition hazardous to another person on the premises.
- Destroying or defacing City property or records or the property of an employee or citizen.
- Refusal to follow instructions or to perform designated work or refusal to follow established rules and regulations.
- Unauthorized audio or video recording on City premises, in City vehicles or at off-premises work-related activities.
- Repeated tardiness or absence, absence without prior notification to the supervisor or without satisfactory reason, or unavailability for work.
- Violation of the policies or rules of the City.

It is our practice to ensure that violations of policies or principles of acceptable employee conduct are appropriately addressed with consistent corrective action. The following types of corrective action are available to supervisors:

- Verbal notifications
- Written notifications
- Suspension



Personnel Policies

CITY OF WESLACO, TEXAS

EMPLOYMENT OF RELATIVES

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Selection, assignment and appraisal of every employee should be as objective as possible. Where relatives are involved, it is difficult to appear objective, even under the most desirable situations. Therefore, the City will only hire relatives of current employees if the new employee works in a different department than the current employee. The City will not hire, promote or transfer a relative into a manager-subordinate relationship under any circumstances. For the purposes of this policy, "relative" means spouse, parent, child, grandparent, nephew, niece, sibling or in-law or anyone living in the same household.

Relatives considered for employment with the City must meet all job qualifications, and additionally, such hiring requires the prior approval of the City Manager.

In accordance with provisions of the Weslaco City Charter, a person who is a relative of the Mayor, the Commissioners, or the City Manager may not be appointed to any office, position, clerkship, or service to the City while that official is in office, if the person is related to the official within the second degree by marriage - affinity - (spouse, parent/child, brother, sister, grandparent, grandchild, uncle, aunt, cousin, niece, nephew), or related to the official within the third degree by blood – consanguinity - (all those listed above as second-degree plus great grandparent, great grandchild, great uncle, great aunt, or the child of a great aunt or great uncle).

In the event that the marriage or cohabitation of employees places them in violation of this policy, they will be given the opportunity to decide between themselves which of them will resign. If the employees fail to make this election within thirty (30) calendar days, the employee with the shorter length of service with the City will be discharged. At the City Manager's discretion, an employee may be transferred, provided there is an available position for which the employee is qualified.



Personnel Policies

CITY OF WESLACO, TEXAS

EQUAL EMPLOYMENT OPPORTUNITY

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08/07/2018

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The City of Weslaco realizes that equal employment opportunity benefits the City and its employees through the full utilization of all human resources.

The City has and will continue to provide equal employment opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against, or harassment of applicants or employees because of race, color, sex, religion, national origin, age, disability, veteran status, genetic information or any other protected status.

The City will continue to recruit, hire, promote, transfer, take corrective action and make all personnel decisions, including those related to compensation and benefits, non-discriminately and in accordance with applicable law. Further, the City will make reasonable accommodations for applicants and employees with known disabilities who can perform the essential job functions with or without such accommodations.

The City requires all employees to bring to the City's attention any information regarding any incident of possible discrimination or harassment so that the matter can be investigated and appropriate action taken. Any employee who violates the City's policy will be subject to corrective action and/or termination of employment.



Personnel Policies

CITY OF WESLACO, TEXAS

ETHICS AND INTEGRITY

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08/07/2018

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One of the City of Weslaco's most important assets is the reputation of its employees for honesty and integrity. Preserving integrity demands continuing commitment. Each employee must avoid any activity or relationship that might reflect unfavorably on the City whether as a result of a possible conflict of interest, the appearance of such a conflict, the improper use of "insider information," or any other impropriety.

Although no written code can take the place of personal integrity, the following general guidelines should serve as minimum standards of proper conduct. Any violation of these policies may subject the employee involved to corrective action, termination of employment and possible civil or criminal penalties.

Integrity and a high standard of ethics are fundamental to the City of Weslaco and must be upheld by all employees. The City is committed to doing what is right. These principles are accomplished in dealings with our citizens, suppliers and fellow employees when we:

- Conduct ourselves in a forthright and honest manner.
- Are committed to excellence in citizen satisfaction.
- Are fair and considerate in all dealings.
- Maintain professional behavior in all relationships.
- Make only commitments we believe we can keep - and keep them.
- Exhibit an attitude of professionalism and common courtesy.
- Respect the rights and dignity of all individuals.
- Obey the letter and intent of the law.

Every employee of the City is a public servant and, as such, is held to the highest standard of ethical conduct. Consistent with this public trust, employees may not:

- Use their official positions to secure special privileges or exemptions for themselves or others; grant any special consideration, treatment, or advantage to any citizen, individual, or group beyond that which is available to every other citizen, individual, or group;
- Disclose, without proper authorization, confidential information that could adversely affect the property, government, or affairs of the City, nor directly or indirectly use any information for their own personal gain or benefit, or for the private interests of others;
- Engage in any outside activities which will conflict with or will be incompatible with, the duties assigned to them in the course of their employment with the City, or reflect discredit upon the City, or in which their employment with the City will give them an advantage over others engaged in competition with the employee's personal business or vocational pursuits;

ETHICS AND INTEGRITY	
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- Represent, directly or indirectly, or appear in behalf of private interests before any agency of the City or City board or commission, nor shall they represent any private interest in any action or proceeding involving the City, nor shall they accept a retainer or compensation that is contingent upon a specific action taken by the City or any of its agencies;
- Represent, directly or indirectly, or appear in behalf of the City before any agency, public or private, in a manner that may commit or embarrass the City to perform any specific duty, without proper authorization from the City Manager;
- Use City funds, supplies, equipment, vehicles, or facilities for any purpose other than conducting official City business. Unauthorized use for personal reasons may result in dismissal;
- Have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or services, except on behalf of the City as an officer or employee.

Employees are permitted, as private citizens, to support political candidates for public office. City employees may not, however, hold or run for a political office of the City. City employees are not permitted to use their working time or City resources (includes the wearing of City uniforms, badges, or insignia) to participate in a political campaign or any other political activity. The term "participate" includes, without limitation, making political speeches, telephone solicitation, distributing political literature, or writing or handling letters related to a political campaign or activity. Campaign posters may not be displayed on City property.



Personnel Policies

CITY OF WESLACO, TEXAS

EXIT INTERVIEW

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	08/07/2018
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As a general practice, if an employee resigns employment of the City, the employee will be requested to participate in an exit interview. Information obtained through this interview will assist in identifying areas where the City is doing things right and also provide input on areas where the City may want to consider improvements. The exit interview may also be used for such matters as the employee's return of keys, City property, receipt of final paycheck, etc.



Personnel Policies

CITY OF WESLACO, TEXAS

FAMILY MEDICAL LEAVE

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The City of Weslaco uses the “Look forward” method to determine the 12-month period.

- Twelve weeks of leave during the year beginning on the first date FMLA leave is taken.
- The cycle repeats as needed in following years.

The Family and Medical Leave Act of 1993 (FMLA) entitles qualified employees, with at least 12 months of service and where 1,250 hours were worked during the 12-month period immediately preceding the commencement of the leave, to as much as 12 weeks of unpaid leave of absence for the following five reasons:

- The birth of a child, to care for that child.
- The placement of a child for adoption or foster care.
- The serious health condition of an employee’s spouse, child or parent.
- An employee’s own serious health condition.
- An employee’s spouse, son, daughter, or parent is a member of any branch of the Armed Services and has been deployed or called to active duty (or has been notified of an impending call or order to active duty).

FMLA eligible employees are also entitled to a combined total of 26 weeks of unpaid leave to care for certain relatives with a serious injury or illness and who are or have been military service members.

Employees are required to notify the Human Resources Director of their need for FMLA leave. Requests for further information on FMLA leaves of absence should be made to the Human Resources Director.

FMLA is enforced by the Wage and Hour Division of the U.S. Dept. of Labor. This agency investigates complaints of violations. For information on how to file a complaint, contact the Wage and Hour Division. To locate the nearest Wage-Hour Office, telephone their toll-free information and help line at 1-866-487-9243.



Personnel Policies

CITY OF WESLACO, TEXAS

FUNERAL LEAVE

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Leave with pay for a period of up to three days (paid for a regular 8-hour day at the normal hourly rate and with one day charged to accumulated sick leave) is granted to regular full-time employees (employed for six months) when a death occurs in their immediate family. Immediate family includes the employee's spouse, and their children and stepchildren, parents, brothers, sisters, and grandparents.

- The employee must be in a pay status at the time the death occurs to be eligible for paid leave, and upon request, provide proof of death.
- Any requests for additional funeral leave with pay must be approved by the City Manager.



Personnel Policies

CITY OF WESLACO, TEXAS

GIFTS AND GRATUITIES

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08/07/2018

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City employees and members of their immediate family may not solicit or accept any business-related gift, service, payment, favor, entertainment or other thing of value from anyone, either inside or outside the City. This does not extend to gifts or entertainment of a moderate nature provided on a customary basis.

City employees may not offer gifts or gratuities which could be construed as influencing or rewarding a particular course of action. This prohibits gifts or gratuities to an employee or representative of any citizen, supplier, the media, or any other organization doing business with the City.



Personnel Policies

CITY OF WESLACO, TEXAS

GROUP HEALTH & GROUP LIFE INSURANCE

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Health insurance: The City provides health insurance coverage options to all regular full-time employees on or before the 90th day of employment. Health insurance coverage for dependents is available and must be paid through payroll by the covered individual. Booklets describing the terms of coverage are distributed to all employees at the time of enrollment. Employees may contact the Human Resources Department for further information.

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides that all employees are eligible to continue their group insurance coverage for at least eighteen (18) months when employment is terminated due to resignation, reduction of work hours, or dismissal for reasons other than gross misconduct.

The law also entitles dependents of a covered employee to continue their group health insurance coverage for up to eighteen (18) months upon the termination of covered employee or a reduction in such employee's hours of employment; and up to thirty-six (36) months upon the death of a covered employee, or the employee's divorce or legal separation, or when dependent children are no longer an "eligible dependent" under the definition in the policy, or when the employee becomes Medicare eligible.

The employee or dependent must request continuation of coverage and must pay the full cost of coverage, plus two percent. Requests of continuation of insurance coverage will be made to the Human Resources Department.

Life insurance will be provided beginning on the first day of employment to all regular full-time employees.



Personnel Policies

CITY OF WESLACO, TEXAS

HOLIDAYS

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	10/20/2015
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Regular full-time employees are eligible for holiday pay. The City observes certain paid holidays, each year. If one or more of these holidays fall on either Saturday or Sunday, the preceding Friday or the following Monday respectively will be declared as an alternate day off. Other holidays will not be recognized as paid holidays. Upon prior approved request, employees may observe other holidays by charging the time off against vacation or leave without pay. The following holidays are observed:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Employees will not be charged a day of vacation for any holiday falling within a period of paid vacation. Straight-time will be paid for all non-worked holidays. Employees qualify for holiday pay only if they are in a pay status on the work day immediately before and after a holiday. During a holiday work week, overtime is figured after 40 hours of worked time (non-worked holiday hours do not count as work time).

Although holiday work should be kept to a minimum, a Department Head may, with the consent of the City Manager, require any employee to report for work on any of the holidays listed above.

Non-exempt employees who are assigned to a shift often may be unable to receive time off for the holiday. Non-exempt, full-time employees who are directed to work on a holiday shall be compensated at two-and-one-half (2-1/2) times the regular rate for hours worked on the holiday, that is, time-and-one-half plus their holiday pay (not to exceed eight hours).



Personnel Policies

CITY OF WESLACO, TEXAS

IDENTIFICATION BADGES

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An identification badge with the employee's picture is issued to all employees. Employee identification badges must be worn and readily visible at all times while employees are working on or off City premises.

- Loss of an identification badge must be promptly reported to Human Resources. The cost charged to an employee for replacement of a lost badge as stated in the Master Fee Schedule.
- Identification badges remain the property of the City and must be returned to department upon termination of employment.
- In cases of suspension, employees may be asked to return their badge for the duration of the suspension.



Personnel Policies

CITY OF WESLACO, TEXAS

INCLEMENT WEATHER

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Page: 1 of 1

The City intends is to remain open despite weather conditions to meet its commitments to its citizens. We are equally concerned for employee safety. Employees must exercise their own judgment about personal safety. Corrective action will not be taken if employees decide not to travel because of hazardous conditions. Employee must follow the call-in procedure established by their Department Head.

Whenever non-exempt employees are absent from or late for work or leave early because of inclement weather, they must charge such time away from work to accrued vacation or leave without pay. If sufficient vacation leave is not available to cover the absence, late arrival or early departure, leave without pay will be charged automatically. Exempt employees who miss an entire day of work due to inclement weather should charge it to accrued vacation to avoid being charged with an unpaid absence.



Personnel Policies

CITY OF WESLACO, TEXAS

JURY DUTY / COURT LEAVE

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08/07/2018

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A regular full-time employee who is called for jury duty or subpoenaed to serve as a witness in a court case or administrative agency in which the employee is not a principal (a plaintiff or a defendant) will be granted time off for a maximum of five days. Accrued vacation or time off without pay must be used to cover any additional time needed for such purposes.

To be eligible for jury duty/court time pay, an employee must notify their Department Head that they have received a summons or subpoena by the next workday after receiving it. Additionally, an employee must submit a copy of the statement from the court showing the dates served on jury duty or as a subpoenaed witness to their Department Head on the first workday following return from court service. Employees are expected to work, if reasonably possible, that portion of their normal workday not spent in court or performing duties in connection with court service.

Compensable Court Leave: Employees who are subpoenaed to testify in a case concerning matters within the course and scope of their City employment, or who are summoned for jury service, will be paid their regular wages or salary for the period of such service, and may retain any witness fees or juror fees in addition to their regular pay.



Personnel Policies

CITY OF WESLACO, TEXAS

LEAVE OF ABSENCE WITHOUT PAY

Originally Approved:	02/21/2006
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There may be a time during your employment when you and your immediate supervisor consider that your best interests or those of the City would be served if you were to be granted a leave of absence without pay.

All employees who have been employed by the City for one full year are authorized to request a leave without pay. Employees desiring a leave of absence must submit a written request to their Department Head as far in advance as possible

With the interest of the City being given first consideration and for good cause, your Department Head, with the approval of the City Manager, may grant leaves of absence without pay for a specific period to be fixed at the time the leave is granted. All accrued paid vacation leave shall be exhausted prior to taking personal leave. Failure to return to work at the end of the leave will result in termination of employment.

Before beginning leave without pay, employees must make arrangements with the Human Resources Director if they desire to continue group insurance coverage. Insurance coverage will continue until next scheduled pay period for both employee and family coverage. Prior to that time, the employee will be notified that a leave of absence without pay is a "qualifying event" under COBRA. The employee is required to make payment to keep both employee and family insurance in force. Failure to remit timely payment will result in loss of both employee and family health insurance coverage.

- Life Insurance will be suspended until employee returns to work full-time.
- Retirement will be suspended until employee returns to work full-time.
- Neither paid vacation leave nor sick leave accrues during an unpaid leave of absence.
- Holiday pay will be suspended until employee returns to work full-time.



Personnel Policies

CITY OF WESLACO, TEXAS

LIFE-THREATENING ILLNESSES

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The City recognizes that employees with life-threatening illnesses, such as cancer, heart disease and AIDS, may wish to continue their normal pursuits, including work, to the extent that their condition allows. The City will make reasonable accommodations to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs. Medical information on individual employees is treated confidentially, and the City will take every reasonable precaution to protect such information from inappropriate disclosure.



Personnel Policies

CITY OF WESLACO, TEXAS

MILITARY LEAVE

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08/07/2018

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The City recognizes the continuing need for a strong national defense and the accompanying role of military service. The City will make every effort to cooperate with employees participating in such programs. If employees are required to attend two-week annual training or other training, as a result of National Guard or Reserve obligations, they will be granted this time off without pay. Within one workday following receipt of their military orders, employees must provide their Department Head with a copy.

Any employee who has to take a pre-induction physical or related examination will be allowed reasonable time-off with pay to take the examination.

An employee entering basic training in the Armed Forces or National Guard, or a tour of regular duty in the U.S. Armed Forces, will be paid for any unused vacation earned. The employee performing such military duty will retain his original service date with City, but upon returning from duty, the employee will receive credit for paid vacation from the day he left for active duty.

Guard Duty/Reserves Pay/Active Duty: Employees absent for guard duty/reserve duty/active duty in the U.S. Armed Forces, the Texas National Guard or State Guard will receive pay up to a maximum of fifteen (15) calendar days per calendar year for such military service. In order to receive paid military leave, employees must present a copy of their orders for military duty to the Department Head at least two (2) weeks before the date they report for military duty.

The Department Head or their designee will furnish a copy of the documentation to the Human Resources Department for inclusion in the employee's personnel records.

Reinstatement after Military Leave: Eligibility for reinstatement to a former job (or equivalent) at the end of military leave is dependent on the employee meeting these conditions:

- The employee must be mentally and physically fit to perform the duties of the position.
- The employee must return to duty with the City within the following time limits:

An employee who is called into active military service in the U.S. Armed Forces, Reserves, or National Guard for an indefinite period of time in excess of six (6) months must apply for reinstatement within ninety (90) days after expiration of his active military service.

An employee who is a member of the Reserves or National Guard who is called to duty for a period of six months or less must apply for reinstatement within thirty-one (31) days after the expiration of his active-duty service.



Personnel Policies

CITY OF WESLACO, TEXAS

OFFICE AND WORK HOURS

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City Hall will be open Monday through Friday from 8:00 a.m. to 5:00 p.m. except for observed holidays. Under the direction of the City Commission and/or City Manager, operating hours may be altered to meet the needs of the public.

Other City offices and departments will maintain the hours and work schedules that the City Manager determines are necessary to provide public service. Conformance to these work hours and work schedules is the responsibility of each employee and will be enforced by the respective Department Head, or designee, and ultimately the City Manager. Employees shall work during an emergency upon the request of their supervisors.



Personnel Policies

CITY OF WESLACO, TEXAS

ON-CALL PAY

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08/07/2018

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Employees may be placed on call for a one (1) week period of time (i.e., Friday 5 PM to Friday 5 PM).

Employees who are placed on call will receive 4 hours of pay at their regular rate of pay (not to be included in overtime pay calculations). Calls will be paid at a minimum of 15 minutes per call and rounded up to the nearest 15-minute interval.

Work is only considered a call after 5 PM. If the employee who is on call receives a call at 5 PM, it would not be recorded as a call. It would simply be considered working late and recorded as such.

Any call received on a holiday will be paid at the rate of 1-1/2 times their regular rate of pay (regardless of whether or not the employee has worked over 40 hours during that work week) up to a maximum of 8 hours, in addition to any holiday pay.



Personnel Policies

CITY OF WESLACO, TEXAS

OPEN POSITIONS

Originally Approved: 02/21/2006

Amended: 02/24/2009

08/07/2018

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The City will recruit both internally and externally for qualified applicants to fill open positions.

Open positions will post internally on the city's website at least 72 hours prior to posting the open position to the public. Occasional requests to post concurrently (internally and externally) must be approved by the City Manager. Employees submitting applications within the 72-hour period will be given priority consideration before outside applicants are considered.

Employees who submit an application after the 72 hour period expires, will be considered without priority over outside applicants. However, when the qualifications of an outside applicant and an employee for an open position are deemed equal, preference will be given to the employee.

The Human Resources Director is responsible for advertising to the public and screening applicants for compliance with the City's employment eligibility requirements.

Department Heads or their designees will conduct the selection process and will make the final decision on employment.



Personnel Policies

CITY OF WESLACO, TEXAS

ORIENTATION PERIOD

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08/07/2018

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The first 90 days employment are considered an orientation period. During this "get acquainted" time, newly hired employees' demonstrated ability to do the job for which they were hired, conduct and ability to work with others are to be evaluated by their supervisor with particular care. Their supervisor must complete an orientation evaluation by the end of this period. Prior to the expiration of an employee's orientation period, if a final evaluation meeting has not been scheduled, the employee should request one from their immediate supervisor.

- Employees will be granted regular status if they satisfactorily complete the orientation period, as evaluated by their supervisor.
- A decision based on this evaluation, to terminate the employment relationship, is not subject to the City's formal complaint procedure.
- The orientation period will be automatically extended by the number of scheduled workdays an employee is absent, regardless of cause.

At any time during the orientation period the Department Head, may remove an employee if the employee's conduct or job performance does not justify continuation in the employment of the City.

The normal starting pay rate for new employees with no experience will be the minimum of the grade to their job.



Personnel Policies

CITY OF WESLACO, TEXAS

OUTSIDE EMPLOYMENT

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08/07/2018

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Full-time employees may not engage in any type of outside employment whether paid or unpaid, including self-employment and consulting, if the employment or consulting:

- May embarrass or discredit the City.
- May affect an employee's impartiality, objectivity or efficiency in performing duties.
- Involves the use, possible use or disclosure of proprietary or confidential information of the City, or such information of others, held by it.
- Involves, in any way, a supplier, customer or vendor of the City.
- Is conducted during, or conflicts with an employee's scheduled work times.
- Involves the use of the City's equipment, supplies, software or other resources.

Before engaging in any regular outside employment, an employee must submit a written request to their Department Head and be notified in writing that it has been approved by the Department Head and the City Manager.

Requests must contain a complete description of the proposed outside employment. Employees must seek approval from the Department Head and the City Manager for any changes in outside employment.

All requests that an employee work overtime has precedence over the employee's schedule commitments to any other employer.

If it is subsequently determined that an employee's outside employment interferes in any manner with the employee's performance of duties for the City, permission for outside employment may be rescinded. Failure to terminate outside employment after receiving notice to do so may result in termination of employment.

Approval for outside employment automatically expires at the end of each fiscal year. It is the employee's responsibility to renew their approval from the Department Head and the City Manager for continued outside employment.



Personnel Policies

CITY OF WESLACO, TEXAS

OVERTIME PAY

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08/07/2018

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The workweek is Sunday through Saturday, and the standard workweek is set at 40 hours. When overtime is required and worked, overtime pay is as follows:

Only non-exempt employees working overtime will be paid at one and one-half the base hourly rate for time worked in excess of 40 hours in any workweek. Holidays, sick days and vacation days will not be considered as time worked for purposes of calculating overtime pay.

Except in bona fide emergencies, working overtime must be authorized in advance by a Department Head or designee. An emergency is a sudden, unanticipated event requiring immediate action to protect persons or property from imminent danger. Failure to obtain such authorization may result in corrective action and/or termination of employment.

Overtime is a part of every employee's job requirements. The City expects that employees will make every effort to work overtime when requested to do so. Refusal or repeated inability to work necessary overtime may be grounds for termination of employment.

Non-exempt employees who are called into work during off-duty hours will be paid for not less than one hour's wages and time actually worked will be rounded-up to the nearest quarter-hour increment.



Personnel Policies

CITY OF WESLACO, TEXAS

PARKING

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Amended:

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City parking lots are part of the City premises. All City policies and rules apply to employees and their vehicles while on these lots. Employees must observe the parking rules established by the City, including the parking space restrictions for visitors and the disabled.

- Use of City parking lots is at employees' own risk. The City assumes no responsibility for any damage to or theft of, any vehicle or personal property left in a vehicle while on its lots.
- Personal and City units while parked at City Hall must observe the blue line, parking west of the seventh parking space from the front door.



Personnel Policies

CITY OF WESLACO, TEXAS

PART-TIME, TEMPORARY EMPLOYEES AND VOLUNTEERS

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08/07/2018

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Part-time employees are those who are regularly scheduled to work less than forty (40) hours per week.

Temporary employees are employees who work either part-time or full-time, but who are hired with the understanding that the working hours may vary and employment will not be continued beyond the current fiscal year.

Part-time and temporary employees are ineligible for any of the City's benefits, and thus receive only their agreed wages or salaries. Part-time or temporary employees will be provided with a uniform if required by the respective position.

Volunteers are those who receive no compensation from the City, including those whose work time are paid through another program such as Workforce Youth Training or AARP and have been assigned to the city for at least 3 consecutive months with a minimum of 20 hours per week. However, all policies and procedures shall apply.



Personnel Policies

CITY OF WESLACO, TEXAS

PAY INCREASES

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08/07/2018

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Each year, the City Manager may recommend to the City Commission an annual cost of living increase. If a cost of living increase is granted by the City Commission, then the City's current pay chart will be multiplied by the new cost of living increase. The new pay chart will become the City's official pay schedule.

Seniority/Stability pay will be accrued and carried for all regular, full-time employees and paid at separation of employment, except for civil service employees. This pay shall be \$50.00 per/year for the first 10 years, \$100.00 per/year each year after as established by the City Commission for each year of service to the City.

Cost of living increases shall be considered on an annual basis as part of the budgeting process. Approved increases take effect at the beginning of each fiscal year. Pay increases due to promotion to a new position may occur at any time throughout the year, and will normally coincide with the beginning of a new payroll period. Employees promoted to a new position will receive the pay equivalent to at least the minimum of the new position's pay grade.



Personnel Policies

CITY OF WESLACO, TEXAS

PAYROLL

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08/07/2018

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Employees will receive their pay according to the time schedule set by the Finance Department and approved by the City Manager. When a regular payday falls on a holiday, pay will be received on the last working day prior to the holiday.

Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act will be paid bi-weekly; non-exempt employees will be paid bi-weekly.

Under Texas law, the City is required to take action in the event of garnishment, attachment, or judgments against an employee's earnings for the collection of overdue income taxes, court-ordered child support payments, and garnishments ordered by a bankruptcy court. Employees are not allowed to assign their wages to any other person.

With each pay, employees receive an earnings statement. The statements of employees who are subject to the overtime pay requirements of the Fair Labor Standards Act will indicate "regular" and "overtime" pay. Non-exempt employees are prohibited from working overtime unless such work is authorized in advance by the Department Head or their designee.

Upon receiving each earnings statement, an employee should make sure the hours, pay rate, and deductions are correct. If pay is not correct, the employee must ask for errors to be corrected immediately.

Authorized Payroll Deductions: Earnings statements show the itemized deductions from pay. Some deductions are required by law and others are voluntarily authorized by employees. Deductions required by law include Texas Municipal Retirement System, Withholding Tax, Federal Insurance Compensation Act (FICA) and court-ordered garnishments.

Voluntary deductions may include, but not limited to group health and life insurance premiums for dependent coverage, dental insurance, charitable contributions, contributions to a Section 457 Plan, supplemental Insurances/Cafeteria Plan (Section 125). Voluntary deductions are not made unless authorized by the City Commission and by the employee in writing.



Personnel Policies

CITY OF WESLACO, TEXAS

PERSONAL APPEARANCE AND HYGIENE

Originally Approved: 02/21/2006

Amended: 02/24/2009

08/07/2018

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All employees are expected to present a positive image through a neat and clean appearance. At City of Weslaco, it is required that you dress in a manner appropriate for your work environment. Dressing professionally and being clean and well-groomed signals self-pride, the respect you have for your co-workers and reflects favorably upon the City to our citizens and visitors. With this in mind:

- Clothing should be clean, neat and free of holes, tears and stains.
- Good personal hygiene is essential and includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.
- Strong odors caused by personal fragrances can be offensive and must be used in moderation out of concern for the comfort of others.

For certain work areas, detailed dress rules have been established. If you have any questions about the rules that apply to you, consult your immediate supervisor.

- Clothing or other personal appearance items may also affect your job safety. Depending upon the nature and location of your work, you may be required to wear special protective clothing and equipment to assure your safety.

Employees who report for work in attire considered to be inappropriate or unsafe may be denied work until the appearance issue is corrected. Repeated violations of the dress rules can result in termination of employment.

Employees assigned to wear uniforms must do so while on the job. No exceptions will be allowed without a doctor's certification. No city issued uniforms are to be worn while an employee is not working.

Supervisors are responsible for insuring that their employees wear their city issued uniforms at all times and dress in proper attire. Any employee not wearing their assigned city issued uniform will not be allowed to conduct city work and may receive corrective action.



Personnel Policies

CITY OF WESLACO, TEXAS

PERSONAL DAYS

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Personal Days: Regular full-time employees may request approval from their Department Head to take up to (4) personal days per year. Approval will be granted with the interest of the City being given first consideration.

Current regular full-time employees receive four (4) personal days on October 1st. New hires (regular full-time) receive four (4) personal days upon satisfactorily completing the 90 day orientation period.

Unused personal days may not be carried forward into a following year.



Personnel Policies

CITY OF WESLACO, TEXAS

PERSONNEL RECORDS

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Personnel files and records will be kept on each employee in the Human Resources Department, which serves as the custodian of all official personnel records of the City.

Daily records of attendance will be maintained by each Department. The Department Head or designee is responsible for insuring that accurate records are kept on all employees in the department. The original signed records will be forwarded to the Finance Department as authorization for payroll preparation.

Records for earned vacation time, overtime hours and accumulated sick days will be maintained by the Finance Department. Each Department Head or designee will ensure that accurate records are forwarded to the Finance Department.

All requests for time off including all types' leaves of absence are to be forwarded by the Department Head or designee to the Human Resources Department for processing.

Some personnel records are considered public and may be disclosed to a third party. It is the responsibility of the employee to be sure that the personnel file includes a form requesting contact information be withheld. As best as practical, Human Resources will notify the employee when a request has been made for any contents of the personnel file.



Personnel Policies

CITY OF WESLACO, TEXAS

PHYSICAL EXAMINATIONS

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Employment with the City is contingent upon an employee's ability to perform the physical and mental requirements of the job, with or without a reasonable accommodation.

Applicants and employees may be required to submit to a physical examination by a physician of the City's choice as a condition of initial or continued employment.

Employment is conditioned upon the individual's authorization to their physician to disclose the results of the examination to appropriate City officials. In the event a physical or mental condition prevents an employee from performing the essential job functions of his/her position with or without a reasonable accommodation, permanently or for a period of time in excess of the maximum permissible leave of absence, termination of employment may occur.

However, the City may decide, in its sole discretion, to offer the employee another position that he/she can perform, with or without reasonable accommodation.



Personnel Policies

CITY OF WESLACO, TEXAS

PROMOTIONS

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08/07/2018

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All promotions must be recommended to the City Manager by the employee's Department Head or another Department Head. The City Manager makes the final decisions concerning promotions. Employees may be granted promotions based on the following:

- Progression to a higher position based upon documented performance reviews indicating superior performance and increasing capability.
- Progression to a higher position based upon increased job responsibilities, coupled with demonstrated superior performance.

Promotions will be accompanied by commensurate salary increases as approved by the City Manager.

Temporary or Interim Promotions: If an employee is temporarily appointed to serve as an interim supervisor or Department Head, the employee shall receive temporary additional compensation in addition to their regular pay. This compensation shall be determined on a case-by-case basis, but shall not be less than the lowest step of the next level or the next step within the employee's current level. Extra pay for interim service shall only be paid for actual time served.



Personnel Policies

CITY OF WESLACO, TEXAS

REDUCTION IN FORCE

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08/07/2018

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The City will endeavor to plan its operations and finances so as to avoid economically caused reductions in force. The scope and/or financing of operations may sometimes change to such an extent, however, that it becomes necessary to remove employees from their positions for purely economic or organizational reasons.

In the event a reduction in force becomes necessary, employees will be retained primarily on the basis of their conduct record, skills, demonstrated job performance and, secondarily, their length of service with the City.

A regular full-time employee will not be removed from a position in a reduction in force unless all temporary and part-time employees serving in the same position have already been removed.

An employee whose service is terminated due to reduction in force shall receive two weeks' notice, plus pay in lieu of any unused vacation not to exceed thirty (30) days.

The City Manager will determine the disposition of an employee identified for termination of employment during a reduction in force. The employee may be offered an open position for which the employee is qualified.



Personnel Policies

CITY OF WESLACO, TEXAS

REFERENCE CHECKS

Originally Approved: 02/21/2006

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08/07/2018

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The City does not provide and no manager or supervisor is authorized to provide employment-related letters of recommendation. However, the City will respond to all employment reference check inquiries from other employers. The Human Resources department alone is authorized to provide reference information on current and former employees. Where there is any concern about the release of information, the City Attorney shall be consulted for guidance.

Responses to these inquiries will usually be limited to first day of work, last day of work and job title. However, if an employee has authorized in writing the release of wage rate or salary, that information will also be revealed.

For Texas Employment Commission hearings on unemployment insurance, the City will cite the specific reason(s) for termination and will supply a copy of the letter of termination, which states the specific reasons.



Personnel Policies

CITY OF WESLACO, TEXAS

REQUIREMENTS FOR EMPLOYMENT

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08/07/2018

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To be accepted for employment, applicants must meet the following requirements:

- Satisfactory work experience and/or character references;
- A valid Social Security number and proof that the individual is legally authorized to work in the United States;
- Be at least eighteen (18) years of age. Exceptions may be authorized by the City Manager for applicants between the ages of fifteen (15) through seventeen (17). All Federal and State child labor laws will be followed in the employment of applicants under the age of eighteen (18). Police officers and firefighters must meet the age requirement imposed upon their positions by state law;
- Understand, agree to, and sign all required employment forms within ten days after receipt;
- Possess the mental and physical ability to perform the duties of the job classification, with or without reasonable accommodation;
- Reside in Hidalgo or Cameron Counties. Additional residency requirements may be imposed by the City Manager on those employees whose positions may require their availability for duty on short notice;
- Dependable transportation to and from work;
- Be a high school graduate, or equivalent, except for laborer positions and certain part-time and temporary positions. Exceptions will be granted to other positions only with the prior approval of the City Manager;
- Possess the appropriate class license, as assigned by the Texas Department of Public Safety, and as determined by position held, and be "insurable" under the standards of the City's general insurance carrier.



Personnel Policies

CITY OF WESLACO, TEXAS

RESIGNATIONS

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08/07/2018

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To resign in good standing, an employee must give the Department Head at least two (2) weeks prior notice, unless the City Manager agrees to a shorter period of notice because of extenuating circumstances. The first day of this two-weeks' notice (14 days) will commence on the day after the notice is given.

A verbal or written notice of resignation shall be given by the employee to their immediate supervisor. Once tendered and accepted, the effective date of the resignation is not subject to modification unless approved by the City Manager. This notice of resignation shall be forwarded to the Human Resources Office and it will be noted or placed in the employee's personnel file.



Personnel Policies

CITY OF WESLACO, TEXAS

REST AND MEAL PERIODS

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A paid rest period not to exceed fifteen (15) minutes will normally be provided, whenever possible, in both the first half and the second half of the day. Department Heads or their designees will determine the timing of rest periods consistent with departmental needs and to assure efficient service to the public. There is no pay in lieu of rest periods not permitted or not taken.

Employees will normally be given an unpaid meal period of a half-hour or an hour each day, as determined by the Department Head or designee. Non-exempt employees may not skip or shorten designated meal periods or perform work for the City during the meal period, without the express permission of their immediate supervisor. Whenever possible, employees should spend their meal periods away from their workstations or work areas.



Personnel Policies

CITY OF WESLACO, TEXAS

RETIREMENT BENEFITS

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08/07/2018

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The City of Weslaco participates in the Texas Municipal Retirement System (TMRS), created by the Texas Legislature to provide a retirement and disability pension plan for municipal employees in the State of Texas.

The TMRS plan requires employee contribution through payroll deductions. An amount is also contributed by the City. Membership in the retirement system is mandatory for all regular employees (except firefighters) who work a minimum of 1,000 hours per year. The employee's contribution to the system is 7% of gross salary effective April 1, 2006. The City's matching contribution is set annually.

Employees who leave City employment prior to retirement will, upon request, be refunded their vested portion of the retirement account.

Employees are eligible to retire under the TMRS plan if they have at least twenty (20) years of credited service (at any age) or, alternatively, have attained the age of sixty (60) and have at least five (5) years of credited service.

Fire Department personnel are covered under the State Firefighters' Pension Plan.

Any employee who has 15 years of service completed on/or before February 18, 2003, at retirement shall receive \$100 for each year of service.

Employees with less than 15 years of service as of February 18, 2003, at retirement shall receive \$100 for the first ten (10) years and \$150 for each year after (total amount not to exceed \$2,500).



Personnel Policies

CITY OF WESLACO, TEXAS

SAFETY

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The City provides employees with tools, equipment, and vehicles that are in safe operating condition and suitable for the work being performed. Nevertheless, good safety practices and habits by employees are the best protection against work-related hazards.

All employees must follow all the safety procedures established by their department. Further, all employees are required to operate City vehicles and equipment safely and in compliance with all municipal and state vehicular regulations. All employees must also comply with the Safety and Accident Prevention Program provided by the City. The failure to comply with the Safety and Accident Prevention Program will result in corrective action and/or termination of employment.

Safety Recommendations: The City Manager shall appoint a Safety and Accident Prevention Committee Coordinator(s) for the City. The Safety and Accident Prevention Committee shall meet on a scheduled basis to review all accidents involving personnel and equipment and make recommendations necessary to prevent such accidents from happening in the future. Recommendations will be reviewed and approved by the City Manager prior to implementation.

Safety Meetings: Department Heads shall work with the Accident Prevention Committee to arrange and conduct safety meetings that will be beneficial to their departmental operations and minimize work-related accidents.



Personnel Policies

CITY OF WESLACO, TEXAS

SECURITY INSPECTIONS

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08/07/2018

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To protect our employees and ensure the safety and security of City facilities, the City reserves the right to ask questions as well as search employees, their cars, desks, files, lockers and belongings while on City premises.

- Search of an employee's person and belongings will be initiated by a request for an employee to permit the inspection of personal belongings such as the contents of a locker, toolbox, pockets, purse or automobile, as part of an investigation where unauthorized possession of property or possession of contraband materials is suspected.
- Employee submission to the search procedure is a condition of continued employment and failure to cooperate in a search or investigation can lead to termination of employment.

Vehicles, desks and lockers may be provided for the convenience of employees, but remain the sole property of the City. Unauthorized storage of City property and overnight storage of perishable food in employee desks and lockers is not permitted. Only City provided locks may be used to secure employee desks and lockers.

- In order to assure compliance with these rules, and in the interest of maintaining a safe, drug-free workplace for all its employees, the City retains the right to open employee desks and lockers and inspect their contents any time and without notice.
- The City accepts no responsibility for theft or damage to personal property placed in employee desks and lockers.



Personnel Policies

CITY OF WESLACO, TEXAS

SEXUAL HARASSMENT

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08/07/2018

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The City is committed to taking all steps necessary to maintain a productive work environment free of harassment and intimidation of any type, including on the basis of sex, race, color, religion, national origin, age, genetic information, disability, veteran status or any other protected status.

Sexual harassment jeopardizes a productive work environment. Sexual harassment is a form of misconduct that demeans another person and undermines the employment relationship between the City and its employees. Simply put, sexual harassment is unwelcome sexual attention directed to another person that affects the person and interferes with his/her ability to do the job.


The City prohibits any employee from engaging in any type of harassing conduct. The City explicitly prohibits any sexual harassment such as:

- Making unwelcome sexual advances or propositions, unnecessary contact/touching, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No supervisor, manager or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's submission to or rejection of unwelcome sexual advances will adversely or positively affect that person's employment, work status, evaluation, earnings, advancement, or any other condition of employment.

Complaint Procedure: If an employee experiences, witnesses or suspects harassment of any type, whether by a supervisor, manager, employee or any other person, the employee must immediately report this to either their immediate supervisor or his/her manager, or may report to and/or contact the Human Resources Director, without regard to the employee's normal chain of command. If preferred, the employee may notify the City Manager directly.

Complaints will be investigated immediately and confidentially. No retaliation will be made against any person for making a complaint in good faith. Where incidents of harassment can be confirmed following investigation, the City will take appropriate corrective action to remedy all violations of this policy. Any employee found to have engaged in sexual harassment will be personally responsible for any and all claims arising from such action.

	<p align="center">Personnel Policies</p> <p align="center">CITY OF WESLACO, TEXAS</p>	SICK LEAVE	
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Paid Sick Leave is time off with pay because of personal, physical, or mental disabilities, medical visits, or the care and supervision of an ill or injured immediate family member as allowed by the Family Medical Leave Act.

A regular, full-time employee earns paid sick leave at the rate of 10 hours per month (15 days per year). When an employee is absent without pay for more than fifteen (15) cumulative calendar days in any one month, paid sick leave credit is not earned for that month.

Upon hiring, an employee is eligible for paid sick leave as it accumulates. Accrual of paid sick leave is based on a normal work month. No additional sick leave can be earned for extra time worked by an employee.

With reasonable advance notice, paid sick leave may be granted for the following reasons only:

- Personal physical or mental disability from performance of duties, due to an illness or injury.
- Visits to a doctor for routine examination or care.
- Medically ordered quarantine or isolation of an employee due to exposure to a contagious disease, such that the employee's presence on the job would jeopardize the health of others
- Temporary personal disability caused by or associated with pregnancy or maternity-related condition for the employee and spouse.
- First seven days after a disabling injury or illness covered under Workers' Compensation Insurance.

Paid sick leave will not be accumulated or disbursed in the following cases:

- For sickness or injuries which are self-inflicted.
- For sickness or injuries occurring while on unpaid leave of absence.
- For sickness or injuries caused by employee's own misconduct, such as horseplay, illegal activity, or fighting
- For sickness or injury incurred while working at any outside employment.

An employee who is receiving disability income benefits under the Texas Workers' Compensation Act may not use his or her accumulated sick leave as differential pay to make up for the loss of wages during the disability period.

Regular, full-time employees will receive pay for official holidays occurring while on paid sick leave without a reduction in their paid sick leave credit.

When a qualifying sickness or injury occurs during a paid vacation leave, the period of incapacity may be charged as paid sick leave, and the charge against vacation leave reduced accordingly. Application for such a substitution should be made within two (2) working days after returning to work and should be supported by medical documentation acceptable to the City.

SICK LEAVE

Page: 2 of 2

In order to receive paid sick leave, employees must notify their immediate supervisor of the reason for absence prior to the time the employee is scheduled to report for duty. Failure to do so may result in denial of paid sick leave.

Employees who seek paid sick leave for three or more consecutive days of absence must provide their Department Head with adequate proof of the illness or injury, and if the illness or injury is serious, the Family Medical Leave Act will apply.

A Department Head or designee may also require at any time satisfactory proof of the proper use of paid medical leave and may disallow leave in the absence of such proof.

An employee may be required to submit to a physical examination by a physician of the City's choosing and at the expense of the City in order to assure that the employee is physically and mentally able to return to work.

A temporary, full-time employee whose status is converted to regular, full-time employment may receive paid sick leave credits for such temporary service, if there has been no break in service greater than 30 days.

A regular, full-time employee whose status is changed to temporary or part-time shall not continue to accrue paid sick leave credits. If the employee is subsequently returned to regular, full-time status without a break in service, however, the employee will receive paid sick leave credit for all time worked as a temporary, full-time employee.

An employee under suspension without pay forfeits all claim to paid sick leave for the duration of the suspension and must be returned to active status before paid sick leave credit is restored.

When an employee enters on active military duty, said employee shall retain accrued paid sick leave in employee's account, pending return from military leave. An employee absent for military service exceeding fifteen (15) calendar days, however, accrues no additional sick leave credit during the absence.

Employees hired on or before October 1, 2008 in the event of retirement or if an employee leaves the employment of the City in good standing, they shall receive a lump sum payment in the full amount of his/her salary of accumulated sick leave as per the following table:

Completed Continuous Years of Service	Sick Leave Lump Sum Payment
1-10 years	Up to 240 hours
11-20 years	Up to 480 hours
Over 21 years	Up to 720 hours

Employees hired after October 1, 2008 upon separation of employment, whether voluntarily or involuntarily, forfeits all earned and unused sick leave. In the event of subsequent re-employment, the employee begins accruing paid sick leave in the same manner as other new employees.



Personnel Policies

CITY OF WESLACO, TEXAS

SOCIAL MEDIA

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08/07/2018

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The following guidelines apply to employee's work-related blogs, personal Web sites, postings on Facebook and other interactive sites, postings on video or picture sharing sites, or in the comments that they make online and in responding to comments from others either publicly or via email. These guidelines apply only to work-related issues and are not meant to infringe upon employees' personal interaction in social media or commentary online.

If an employee maintains a Web site or is writing a blog that will mention the City and/or our products, services, employees and citizens, the employee must identify that he or she is an employee of the City of Weslaco and that the views expressed are the employee's alone and do not represent the views of City of Weslaco. Employees are not authorized to speak on behalf of the City, or to represent that they do. Our logo and trademarks may not be used without written permission from the City Manager. This is to prevent the appearance that an employee speaks for or represent the City. If an employee is maintaining a website or writing a blog that will mention our City and/or our products, services, employees and citizens, the employee must alert his or her manager

Employees may not share information that is confidential and proprietary about the City. This includes information about our products, services, sales, finances, employees, strategy, and any other information that has not been publicly released by the City. These are only examples of information that the City considers confidential and proprietary. If employees have any question or concern about whether information has been released publicly, they must speak with their manager before sharing it. Employees cannot use City equipment, including computers or other electronic equipment, or work time, to conduct personal blogging or social networking activities. Employees may not use City email addresses to register on social networks, blogs, or other online tools for personal use.

The City expects employees to write knowledgeably, accurately and professionally about our products, services, employees and citizens. Despite disclaimers, employee interaction on social media can result in the public forming harmful opinions. Employees must avoid any behavior that will reflect negatively on City's reputation. Unfounded or derogatory statements, misrepresentations, as well as any commentary, content, or image that is defamatory, pornographic, proprietary, harassing or libelous will result in corrective action and/or termination of employment.

Employees are personally responsible for their commentary on blogs and social networking sites. Employees can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.

	<p align="center">Personnel Policies</p> <p align="center">CITY OF WESLACO, TEXAS</p>	SOCIAL MEDIA SITES	
		Originally Approved:	05/01/2013
		Amended:	08/07/2018
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The City intends to maintain excellent communications with the general public. However, the City has an overriding interest in determining what content (e.g., text, audio, phonographs, video) is communicated via its Social Media Sites (SMS) such as Facebook, twitter, LinkedIn and Flickr as to foster a healthy democratic discussion of municipal issues, events and priorities. The City's SMS presences are an extension of its public information function.

The City's Information Technology (IT) Department is primarily responsible for monitoring public content. Comments and/or opinions are forwarded to the appropriate municipal department for further review and /or action. Public comments are welcome.

Service requests or information requests should use:

- Citizen Request Management System (CRM): Routine communications and/or requests for public services should be directed to the appropriate department by using
- Weslacotx.gov: Other requests for information, forms, and data, other documents or on-line service should be directed to the City's website (weslacotx.gov)
- Concerns or comments about individual employees should be forwarded to the Human Resources Department.

Privacy: No personal private information is allowed on the City's SMS. Only public information and/or comments are permitted. The public should not post private, personal information. The City reserves the right to redact, restrict, and/or remove private, personal information. There should be no expectation of personal privacy on the City's SMS.

Content: The public is encouraged to participate in the life of their City. The City has created a virtual space to foster discussion of issues in a civilized manner. Content on the City's SMS is subject to regular, periodic monitoring to ensure compliance with the City's policies. Consistent with the City's policies and/or state or federal laws content may be redacted, restricted, and/or removed, in whole or in part, without advance notice. Content subject to this action includes but is not limited to:

- Hate speech (any type including a protected status)
- Obscene speech (e.g., profane language, pornography)
- Offensive speech
- Political speech (e.g., endorsement of political candidates or campaigns)
- Inciteful comments advocating violence or illegal activities
- Threatening or harassing comments (e.g., cyber-stalking, bullying)
- Information that may compromise public safety or security
- Defamatory comments or personal attacks
- Personnel comments on employees
- Inaccurate, incomplete or misleading information or comments
- Personal information
- Commercial advertising or solicitations
- Intellectual property violations (e.g., copyright or trademarks)
- Irrelevant, random, unintelligible or out of context comments

Defamation: Individuals making defamatory comments (e.g., slanderous or libel) may be personally liable. Defamatory comments that demonstrate actual malice toward public officials may be actionable.

Enforcement: The City reserves all rights to administer its SMS including the right to remove restrict and/or redact opinions and/or comments inconsistent with its policies. Any content removed, (including the time, date and identity of the poster) will be retained for a reasonable period of time. The City also reserves the right to deny complete or partial access to its SMS to any person violating the City's SMS policies at any time without prior notice.

Liability: The City is not responsible for content posted by the public to its SMS. The City, nor its employees, licensors or contractors are responsible for any damages caused by delays in such removal.

Linking: The public assumes all risk with any links to other SMS or websites. Links included in the public's posts are the sole opinion of the public and do not constitute an endorsement by the City.

Public Information: Public posts may be public record and subject to the Texas Open Records Act. Retention requirements apply regardless of the form of the record (e.g., text, photos, audio, and video).



Personnel Policies

CITY OF WESLACO, TEXAS

SOLICITATION AND DISTRIBUTION

Originally Approved:	02/21/2006
Amended:	02/24/2009
	08/07/2018
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We want every City employee to work in an environment free from unnecessary and inappropriate distractions. Toward that end, while employees are in work areas during working hours, they must avoid actions which may distract others.

While employees are working, they are prohibited from selling merchandise, requesting financial contributions, distributing any pamphlets or literature not related to their job, or any other type of solicitation or distribution not related to their jobs. This includes the unauthorized posting of bulletins, notices or advertisements on City bulletin boards, or on any other City means of communication, including its e-mail, intranet and internet systems.

Individuals who are not employed by the City are prohibited from distributing material or soliciting City employees on City grounds any time. Employees should notify their immediate supervisor or any manager if they are solicited or subjected to prohibited distribution of literature, whether in person, through the City's mail system or by e-mail.



Personnel Policies

CITY OF WESLACO, TEXAS

SYSTEMS AND DATA SECURITY

Originally Approved:	02/21/2006
Amended:	02/24/2009
	08/07/2018
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The City has established security policies to protect its computer environments. These policies apply to all devices capable of displaying, storing, sending or receiving data. All employees granted access to the computers and other devices used by the City to conduct its business must be aware of and comply with these security standards and controls. Do not allow access to your devices or disclose your access codes and/or passwords to anyone other than a supervisor. Log out and shut down your computer when leaving your workstation for an extended period.

Most software used in the City's computer systems - mainframe or personal computers - is subject to licensing agreements that govern its use. The use of unlicensed proprietary software and the misuse of licensed software are strictly prohibited. Employees must not install or download software without prior approval of the Information Technology department.



Personnel Policies

CITY OF WESLACO, TEXAS

TELEPHONE CALLS AND ETIQUETTE

Originally Approved:	02/21/2006
Amended:	02/24/2009
	08/07/2018
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How employees communicate with citizens and each other, on the phone and over the public-address system, should reflect favorably on the City. Toward that end, the following rules have been established for all employees:

- Use a moderate rate of speech and a natural, friendly voice. Use clear enunciation and articulation.
- Answer incoming calls promptly. Identify yourself and be helpful. Be as helpful as possible and transfer the call only when necessary.
- Express empathy to irate callers. Get the details and offer to help.
- Explain when you must put a caller on hold and return as promptly as possible.
- When answering a call for another, identify yourself and be helpful. Be discreet in explaining a coworker's absence. Take accurate messages and verify the phone number with the caller.
- Terminate all calls courteously.

City phones must be kept free for business, and employee cooperation is expected. Local personal phone calls on City telephones are permitted during breaks only, except in emergencies. Personal long-distance calls may not be charged to City telephones. The City may monitor any use of its telephone equipment without notice, for any purpose reasonably related to the City's conduct of its business or the enforcement of its policies.



Personnel Policies

CITY OF WESLACO, TEXAS

USE OF CITY EQUIPMENT, PROPERTY AND VEHICLES

Originally Approved: 02/21/2006

Amended: 02/24/2009

08/07/2018

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Employees who are assigned computers, equipment, phones, tools, or vehicles are responsible for their proper use and must ensure maintenance procedures are carried out. Employees must not remove or deactivate safety guards or other protective devices installed on City equipment or vehicles. Violations will result in corrective action.

No personal use of any City property, material, supplies, tools, equipment, or vehicles is permitted. Violations may result in termination of employment and prosecution.

City employees may have access to computer hardware and software provided by the city, including access to the internet. The hardware and software do not belong to the employees, but are available to employees for the benefit of the city, to ensure that City business is conducted as efficiently as possible. Such hardware and software are to be used for City business only and not for personal use. All communication using hardware or software – whether in electronic form or in “hard copy” – remains the City’s property at all times.

All communications using computers furnished by the City are not private, and may be monitored, recorded, or downloaded for review. Similarly, internet use is not private, and may be monitored, recorded, or downloaded for review.

The IT Department must be notified of the approval of any software that is desired to be purchased or downloaded for use on City computers. All software owned by the City of Weslaco must be registered to the City of Weslaco. City staff are not allowed to install software on city computers without notifying the IT Department. A work order must be submitted to the IT Department for the installation of any software being requested.

In an attempt to strengthen the security and maintain the integrity of City of Weslaco’s information network, the use of unauthorized USB/External drives are not allowed. This precaution is necessary to minimize the risk of exposure to external threats such as hacking, phishing, spamming, viruses and any other cyber threats. Any USB/External drives used by City Staff must be issued and approved by Department Directors.

These guidelines apply to all forms of computer-generated communications, including but not, limited to communications by fax, modem, and electronic mail.

The City prohibits the use in the workplace of any type of personal recording devices. Examples of such devices include, but are not limited to voice recorder, camera, telephone, cell phone, or other forms of image or audio recording devices. This provision does not apply to designated City personnel who must use such devices in connection with the duties of their positions and as instructed by their supervisor.

Employees must not use personal computers or personal data assistants at the workplace or connect them to any City electronic system unless expressly permitted to do so by their supervisor. Any employee bringing a personal computing device or personal data assistant onto City premises thereby gives permission to the City to inspect the personal computer or personal data assistant at any time with personnel of the City’s choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or personal data assistant in question.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, will result in corrective action and/or termination of employment. In addition, the employee may face both civil and criminal actions. The City reserves the right to confiscate such device or devices for examination of City data or employee data and may cause all data to be destroyed, saved and/or eliminated prior to returning the device to the employee.



Personnel Policies

CITY OF WESLACO, TEXAS

VACATION LEAVE

Originally Approved: 02/21/2006

Amended: 02/24/2009

08/07/2018

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The City encourages employees to make regular use of vacation time since the annual vacation benefit is designed to provide them with an opportunity to rest and enjoy a departure from the normal work routine.

Vacations are scheduled each year at the convenience of the City and the employee. Department Heads are responsible for the approval of vacation leave within their own department. Vacation leave taken by Department Heads must be approved by the City Manager. Every effort should be made to allow employees to take vacation according to the schedule that is most convenient to them. The entire vacation period need not be taken at once. With an immediate supervisor's approval, it may be separated into more than one period to be taken during the year.

Rate of Entitlement: Vacation is earned and calculated according to the schedule below. Employees who are in an unpaid leave of absence status will not accrue vacation until they return to work on a regular basis. Employees accumulate vacation leave as follows:

- Employees with 0 –10 year of service accumulate 10 hours of vacation leave per month.
- Employees with 11-20 years of service accumulate 12 hours of vacation leave per month.
- Employees with 20 or more years of service accumulate 14 hours of vacation leave per month

When an employee is absent without pay for more than fifteen (15) cumulative calendar days in any one month, vacation leave credit is not earned for that month. No more than thirty (30) vacation days can be carried over from one fiscal year to the next.

The City does not advance vacation time. Vacation time charged by an employee who has insufficient vacation hours available will be treated as leave without pay.

The date of hire of a full-time temporary employee whose status was converted to regular, full-time employee will be the effective date of the temporary appointment and vacation leave will be credited from that date and shall not exceed fifteen (15) working days.

An employee who elects to change from regular, full-time status to temporary or part-time status shall forfeit all claim to vacation credit other than the unused vacation credit he earned.

Limitations: Every effort will be made to grant employee requests to take vacation when they want it, however, vacation requests are handled on a first come - first serve basis, and are otherwise subject to the needs of the City, which includes having an adequate staff at all times. Because employees should use annual leave for its intended purpose, the City does not pay employees in lieu of annual leave.

Upon termination of employment, employees will be paid at their current rate for unused earned vacation leave at termination unless the leave value must be used to repay the City for any outstanding loans or any other indebtedness to the City.

VACATION LEAVE
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Unused Vacation Leave: All vacation leave accrued prior to December, 1990 shall be refunded in full when an employee leaves employment with the City in good standing.

Any vacation accrued after December 1990 shall be refunded in full not to exceed thirty (30) days when an employee leaves the employment of the City in good standing.

Unused Vacation Leave: Employees hired after October 1, 2008 shall be refunded in full one hundred and twenty (120) hours upon separation of employment, from accumulated vacation leave. Unused vacation leave expendable in the current year shall be paid to the beneficiary or estate of an employee in the event of death.



Personnel Policies

CITY OF WESLACO, TEXAS

VIOLENCE PREVENTION

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08/07/2018

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The City seeks to provide an environment free from bullying and acts or threats of violence, and to respond effectively in the event such acts or threats of violence occur. Acts of violence and threats of violence, including any conduct involving the workplace or work relationships that causes an individual to fear reasonably for his or her safety, the safety of his or her family, friends, associates or property, are prohibited.

Firearms or weapons of any kind are prohibited on City premises or on your person while on duty. Further, firearms or weapons are not allowed in a City vehicle or in a personal vehicle if it is being used on City business. These prohibitions are not affected by legislation regarding the right to carry a weapon either concealed or not concealed.

If any employee suspects any employee or visitor is in violation of these prohibitions, the facts should be immediately reported to a supervisor or may be reported and/or contact the Human Resources Director, without regard to the employee's chain of command. No retaliation will be taken or tolerated against any employee who reports a suspected violation.

- Employees are free to contact our Police Department directly when they have reason to believe that doing so is essential to prevent actual or imminent unlawful harm to themselves, others or property.
- Any employee who applies for and obtains a protective or restraining order which lists any City location as being a protected area, must provide the Human Resources Director with a copy of the petition and order.

Once an act or threat of violence has been substantiated, the City will take prompt and effective action. Such action may include a medical and/or psychological evaluation, referral to law enforcement agencies, corrective action and/or termination of employment.



Personnel Policies

CITY OF WESLACO, TEXAS

WAGE OVERPAYMENTS AND UNDERPAYMENTS

Originally Approved:	07/17/2018
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The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

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

If an employee has been underpaid, as a result of the City's error, the City will pay to the employee the difference as soon as possible. If an employee has been underpaid, due to the employee's error, the City will pay to the employee at the next regular payroll date. If an employee has been paid in excess of what has been earned, the employee must return the overpayment to the City as soon as possible. Employees may not retain any pay in excess of what has been earned.

If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Overpaid employees will be required to sign a wage deduction agreement authorizing such a deduction(s).



Personnel Policies

CITY OF WESLACO, TEXAS

WORKERS' COMPENSATION INSURANCE

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	08/07/2018
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To provide for payment of employees' medical expenses and for partial salary continuation in the event of a work-related accident or illness, all employees are covered by workers' compensation insurance.

The amount of benefits payable and the duration of payment depend on the nature of the employee's injury or illness. In general, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the eighth day of absence from work.

Eligibility for worker's compensation insurance benefits is effective on the first day of employment for all employees. The City pays all workers' compensation insurance premiums.

All employees' have the right to report a work-related injury or illness, without being retaliated against.

Employees injured on the job or who feel they have an illness caused by their work must immediately stop working and must immediately report the condition to either their immediate supervisor or his/her manager, or may report to and/or contact the Human Resources Director, without regard to the employee's normal chain of command. Failure to do so promptly may disqualify an employee from benefits.

An employee who has suffered an occupational injury or illness will be permitted to return to work only when the employee has furnished the City a doctor's certification statement certifying that the employee is capable of fully performing the employee's assigned duties. Workers' Compensation Insurance pays any fee charged by the doctor for preparing such a statement.

An employee injured on the job shall continue receiving all benefits for a period of 12 weeks. (i.e.: Medical Insurance, Life Insurance, Vacation, Paid Sick Leave etc.). Family Medical Leave will automatically be activated once an employee is out for more than Three (3) consecutive days for an occupational injury or illness. If after a period of 12 weeks an employee is still unfit to perform employee's duties, the employee will be released from employment with the City.

An employee may be eligible for light duty, if the employee's treating doctor gives written permission through a TWCC-73 Form. The maximum time allowed for employee to be on light duty will be 180 days. If after 180 days, the employee is unfit to return to full duty in employee's regular position with no restrictions, the individual will go back on workers compensation.