

VII. Regular Agenda

Agenda Section	Regular Agenda
Section Number	VII.A
Subject	Consider, discuss and act upon personnel policy changes.
To	Mayor and Council Members
From	Ben White, City Manager
Date	May 26, 2020
Attachment(s)	Personnel Policy
Related Link(s)	http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.php
Consideration and Discussion	City Council discussion as required
Action	<ul style="list-style-type: none"> • Motion/second/vote <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Approve with Updates <input type="checkbox"/> Disapprove • Motion/second/vote to continue to a later date. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Move item to another agenda. _____ • No motion, no action



Farmersville
DISCOVER A TEXAS TREASURE

City of Farmersville Personnel Manual

INDEX

	Section	Page
Objectives of Policy	1.01.....	6
Equal Opportunity Policy	1.02.....	6
Applicability & Scope	1.03.....	6
Dissemination & Familiarity of Policies	1.04.....	7
Amendments to Policies	1.05.....	7
Administrative Authority	1.06.....	7
Statement of At-Will Employment	1.07.....	7
Vacancies	2.01.....	8
Announcement of Vacancies	2.02.....	8
Applications	2.03.....	8
Evaluations	2.04.....	8
Disqualification	2.05.....	8
Authority for Appointment	2.06.....	9
Types of Appointments	2.07.....	9
Nepotism	2.08.....	9
Residency Requirements	2.09.....	10
Medical Examinations	2.10.....	10
Emergency Temporary Appointments	2.11.....	11
Promotion Policy	2.12.....	11
Temporary Promotion	2.13.....	11
Transfers	2.14.....	11
Demotions	2.15.....	11
Re-employment	2.16.....	12
Employee Orientation	2.17.....	12
Reasonable Accommodation for Disabilities	2.18.....	12
Probationary Period	3.01.....	13
Purpose of Probationary Period	3.02.....	13
Failure of Probation	3.03.....	13
Appeal of Failure of Probation	3.04.....	13
Employee Pay Schedule	4.01.....	14
Emergency Duty Pay	4.02.....	14
Overtime & Compensatory Time	4.03.....	14-15
On-Call Time	4.04.....	15
Determination of On-Call	4.05.....	16
Substitutes	4.06.....	16
Readiness & Response of On-Call Personnel	4.07.....	16
Employee Performance Evaluations	4.08.....	16

Eligibility of Pay Increases/Incentive Pay	4.09.....	17
Merit Increases	4.10.....	17
Termination Pay	4.11.....	17
Seven-Day Work Period for Law Enforcement	4.12.....	17
Milestone Awards	4.13.....	17-18
Holidays	5.01.....	19
Vacation Leave	5.02.....	20
Sick Leave	5.03.....	21-22
Sick Leave Bank	5.04.....	22-27
Inclement Weather	5.05.....	27
Maternity Leave	5.05.....	27-28
Bereavement Leave	5.06.....	28
Military Leave	5.07.....	28
Jury Duty Leave	5.08.....	28
Authorized Leave without Pay	5.09.....	29
Absence without Leave	5.10.....	29
Family & Medical Leave	5.11.....	29
Job Protection	5.12.....	30
Injury Leave	5.13.....	30
Personal Leave	5.14.....	30
Attendance	6.01.....	31
Work Standards	6.02.....	31
Political Activities	6.03.....	31
Solicitation	6.04.....	31
Outside Employment	6.05.....	32
Physical Fitness	6.06.....	32
Personal Appearance	6.07.....	32
Financial Obligations	6.08.....	32
Conflict of Interest	6.09.....	32
General Deportment	6.10.....	33
Sexual Harassment	6.11.....	33
Indictments against Employee	6.12.....	33
Smoking & Smokeless Tobacco Policy	6.13.....	33
Work Ethic & Disciplinary Policy	7.01.....	34
Grounds for Disciplinary Action	7.02.....	34
Types of Disciplinary Action	7.03.....	34-35
Written Reprimand	7.04.....	35
Suspension	7.05.....	36
Reduction in Pay	7.06.....	36
Disciplinary Demotion & Dismissal	7.07.....	36
Appeals of Disciplinary Action	7.08.....	36
Grievance & Appeal Procedures	7.09.....	37
Retaliation Against Employee for Reporting Violations	7.10.....	38

Resignation	8.01.....	39
Layoff	8.02.....	39
Incapacity	8.03.....	39
Retirement	8.04.....	39
Unsatisfactory Service	8.05.....	39-40
Personnel Files & Records	9.01.....	41
Status Changes or New Hiring's	9.02.....	41
Personnel Reports	9.03.....	41
Direct Deposit	9.04.....	41
Recording Time	9.05.....	42
Medical Insurance	10.01.....	43
Life Insurance	10.02.....	43
Worker's Compensation Insurance	10.03.....	43
Injury Wage Continuation Benefits	10.04.....	43-44
Social Security	10.05.....	45
Unemployment Insurance	10.06.....	45
Retirement	10.07.....	45
Applicability of Travel Policy	11.01.....	46
Authorization Required	11.02.....	46
Transportation Expenses	11.03.....	46
Food & Lodging	11.04.....	46
Entertainment	11.05.....	47
Travel Advances & Reports	11.06.....	47
City Vehicles & Equipment	12.01.....	48
Traffic Violations	12.02.....	48
Operation of City Vehicles or Equipment	12.03.....	48-49
Use of Take Home Vehicles	12.04.....	49-50
Driving Record Requirements	12.05.....	50-51
Scope & Purpose of Policies	13.01.....	52
Reservation of Rights	13.02.....	52
Definitions	13.03.....	52-53
Administrative Authority	13.04.....	54
Alcohol & Controlled Substance Use Prohibited	13.05.....	54
Employee's Responsibilities	13.06.....	54-55
Conditions Applicable to All Testing	13.07.....	55
Pre-Employment Testing	13.08.....	55-56
Post Accident Testing	13.09.....	56
Random Testing	13.10.....	57
Reasonable Suspicion Testing	13.11.....	57
City Approved Laboratory	13.12.....	58
Confidentiality of Information	13.13.....	58
Rehabilitation & Employee Assistance Program	13.14.....	58
Special Exemptions	13.15.....	59

Employee Drug Convictions	13.16.....	59
Employee Search Policy	13.17.....	59
Forms & Record Keeping	13.18.....	59
Property Control	14.01.....	60
Utilities	14.02.....	60
Purchases	14.03.....	60
Safety	14.04.....	60
Telephone Usage	14.05.....	60
News Releases	14.06.....	60
Use of City Equipment & Facilities for Private Use	14.07.....	61
Professional Memberships & Subscriptions	14.08.....	61
Unauthorized or Improper Use of Official Badge Or Uniform	14.09.....	61
Credit Card Policy	15.01.....	62
General Administration	15.02.....	62
Program Administration Responsibilities	15.03.....	62
Managing Supervisors Responsibilities	15.04.....	62
Department Purchasing Coordinator	15.05.....	62-63
Cardholder Responsibilities	15.06.....	63
Inappropriate Purchases & Prohibited Expenditures	15.07.....	64
Uniforms for Electric/Public Works		
Department Personnel	16.01.....	65
Public Employee Uniform Requirements	16.02.....	66-67

CHAPTER 1 INTRODUCTION

1-01. Objective of Policies

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

- (a) To promote and increase efficiency and economy in the service of the City.
- (b) To provide fair and equal opportunity to all qualified applicants to enter City employment on the basis of demonstrated qualifications, merit and fitness as ascertained through fair and practical methods of recruitment and selection.
- (c) To develop a program of recruitment, advancement, and tenure which will make employment with the City attractive as a career and encourage each employee to render his/her best services to the City.
- (d) To establish and promote high morale among City employees by providing a good working environment, uniform personnel policies, opportunity for advancement, and consideration for employee needs and desires.

1-02. Equal Opportunity Policy

Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations; because of membership in employee organizations; because that person reports a violation of law; or because of race, color, ancestry, origin, marital status, or other non-merit factors is prohibited. Discrimination on the basis of age, sex, physical handicap or disability is prohibited except where specific age or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

1-03. Applicability and Scope

These policies apply to all City employees unless specified otherwise by state law, departmental policy approved by the City Council or other official City Council action. A person on retainer or under contract is not considered to be a City employee in the absence of a specific agreement to that effect. These policies are not applicable to volunteer firefighters or reserve police officers.

Nothing in this manual shall be considered to create a property right in employment. It should be understood that employment is for an indefinite period and is at-will for both employer and employee. These policies are not intended to constitute an employment contract and the employer reserves the right to amend these policies unilaterally and without notice.

1-04. Dissemination and Familiarity of Policies

Personnel Policy Manuals outlining the general personnel policies of the City will be furnished to all employees for their personal use and reference. The Personnel Department shall require that all employees sign a statement that they have been furnished a copy of a Personnel Policy Manual outlining these policies. It shall be the employee's responsibility to become thoroughly familiar with such policies.

1-05. Amendments to Policies

These policies may be amended, supplemented, or superseded at any time by the City Council. The City reserves the right to change, alter, or amend this manual and policies unilaterally and without notice to the employee. Upon any change, the City will provide each employee a copy of the revised policy changes in writing as soon as possible thereafter.

1-06. Administrative Authority

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

Each department head is responsible within the scope of his or her authority for enforcing the provisions of these policies and related rules and procedures in regard to matters involving his or her department.

1-07. Statement of at-will Employee

Employment with the City of Farmersville is on an "at-will" basis. The employee may quit and the City may terminate the employee at any time, for any non-discriminatory reason or for no reason. **The provisions of this Personnel Policies Manual are not intended to create a contract of employment, and no agreement or promise regarding an employee's terms or conditions of employment is binding on the City.** The City has the right to change its policies at any time without prior notice. No contrary verbal representation or statement of an employee's terms and conditions of employment is binding upon the City.

CHAPTER 2

EMPLOYEE HIRING & APPOINTMENT

2-01. Vacancies

Department heads shall notify the City Manager immediately when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled. Vacancies may be filled through public announcement, promotions, transfers, demotions or reinstatement.

2-02. Announcement of Vacancies

The personnel department shall publicly announce by appropriate means all job vacancies. Each job announcement insofar as practicable shall specify the title, and nature of the job; the required qualifications; and the application deadline. Each announcement shall also contain a statement affirming the City's commitment to a policy of equal employment opportunity. An adequate period of time shall be allowed in the selection process to insure fair and open competition for the vacant position.

2-03. Applications

Applications for employment or reinstatement shall be submitted on forms as prescribed by the personnel department. Only applications officially received in the prescribed manner shall be considered. All information submitted in connection with applying for City positions is subject to verification. All applications received shall be kept on active file for a period of one (1) year.

2-04. Evaluation

The primary goal of the City is to fill vacancies with the most qualified applicants available. The City Manager or the department head shall determine the most appropriate means of evaluating applicants against job requirements to identify the best qualified applicants. Reference checks, interviews, medical and psychological examinations, criminal history checks, verification of citizenship or employment eligibility, skills test, written tests, driver's license checks, and/or other screening procedures may be used as deemed appropriate, and shall, in all cases, be consistent with applicable employment laws and regulations and will be kept confidential. Applicants may be required to provide work experience and qualifications information necessary to demonstrate compliance with prescribed qualification or proficiency requirements.

2-05. Disqualification

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

- (a) Does not meet the qualifications necessary for performance of the duties of the position involved;
- (b) Has made any false statement of fact on the application, depending upon the seriousness, willfulness and applicability of the false information to the position;
- (c) Is an alien not lawfully authorized to work in the United States; or

(d) Would be in violation of the nepotism policy or laws.

An applicant may also be disqualified from consideration upon other reasonable grounds relating to job requirements.

2-06. Authority for Appointment

Except as otherwise provided by these policies, state law, or City ordinance; the appointing authority for all City positions shall rest with the City Manager. The City Manager may delegate such authority to department heads for those positions to be under their supervision.

Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods. It shall be the policy of the City to appoint the most qualified applicant for the position.

2-07. Types of Appointments

An appointment is ordinarily of indefinite duration and may be made to a full time or part time position. A full time position is one where an employee works forty (40) hours in a regular work week schedule. A part time position is one where an employee works less than forty (40) hours in a regular work week schedule. An appointment may be made for a limited term in unusual circumstances. Temporary appointments are ordinarily limited to special projects and may be made to full time or part time positions requiring continuous, seasonal or intermittent performance.

2-08. Nepotism

No person related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to the mayor or any member of the City Council shall be appointed to any office, position, or other services of the City, but this prohibition shall not apply to officers or employees who have been employed by the City continuously for more than six (6) months prior to the election of such member of the council or mayor.

NEPOTISM CHARTS

Consanguinity Kinship Chart (Blood)

1st Degree:	2nd Degree:	3 rd Degree:
Father	grandfather	Great grandfather
Mother	grandmother	Great grandmother
Brother	uncle	Great uncle
Sister	aunt	Great aunt
Son	nephew	Great nephew
Daughter	niece	Great niece
	grandson	Great grandson
	granddaughter	Great granddaughter

	1st cousin	2nd cousin
--	------------	------------

Affinity Kinship Chart (Marriage)

1st Degree:	2nd Degree:
Spouse's father	spouse's grandfather
Spouse's mother	spouse's grandmother
Spouse's brother	spouse's uncle
spouse's sister	spouse's aunt
spouse's son	spouse's nephew
spouse's daughter	spouse's niece
	spouse's grandson
	spouse's grand-daughter
	spouse's 1st cousin

2-09 Residency Requirements

There shall be no absolute residence requirements for City employment except the City Manager and those employees likely to be called to work in cases of emergency. The City Manager shall be required to reside within the City limits and employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work. For these purposes, a reasonable commuting distance shall be within a fifteen (15) minutes commute of the City. Employees permitted to operate City vehicles between their places of residence and work may be required to reside within the City or within reasonable commuting ranges.

2-10. Medical Examinations

A person who has been offered employment may be required to take a medical and physical examination at City expense given by a doctor designated by the City. The offer of employment will be conditioned upon the results of the physical examination, if required. Furthermore, these results will not be used to discriminate on the basis of a qualified disability and the information obtained regarding medical condition or history will be collected and maintained in separate forms and in separate medical files and shall be treated as confidential medical information. The City Manager, acting upon information provided by medical personnel, shall be the final authority in determining medical suitability for employment. The City Manager may waive or modify the medical examination requirement for any or all part time positions, temporary employees, or emergency appointments.

With the approval of the City Manager, a department head may require that a current employee successfully undergo a medical examination at City expense, to determine fitness for continued employment or for promotion or other personnel action. In cases of

department heads, the City Manager may require a department head to successfully undergo a medical examination at City expense.

2-11. Emergency Temporary Appointments

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

2-12. Promotion Policy

A promotion is the assignment of an employee from one position to another higher level job requiring more responsibility, experience, education, technical or professional expertise and which is usually at a higher salary. It shall be City policy to provide promotional opportunities whenever possible and practical. The selection process may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized, with approval from the City Manager being necessary prior to such promotion.

2-13. Temporary Promotion

The City Manager may authorize a temporary promotion to insure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Employees so promoted may be additionally compensated for the duration of their temporary assignments in amounts to be determined by the City Manager. However, temporary promotions shall not be used to circumvent normal selection procedures, and those employees involved shall not acquire any status or rights in the position to which temporarily promoted.

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee without additional compensation.

2-14. Transfers

A transfer is the reassignment of an employee from one position to another. A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the department head, provided that the employee is qualified to perform the duties of the position to which the transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process. Transfers between classes or between departments shall become effective following approval of the City Manager.

2-15. Demotions

A demotion is the assignment of an employee from one position to another position having less responsibility or requiring less experience, education, technical, or professional expertise, and which is usually at a lower salary. A demotion may be effected for either a disciplinary or a non-disciplinary action.

An employee may be administratively demoted at his or her own request, or as an alternative to layoff, with the approval of the City Manager providing the employee is

qualified to perform the duties of the lower level position. Such demotions shall not be considered as disciplinary actions or to disqualify the employee involved from consideration for later advancement. Demotions, when used as an alternative to layoff, may be fully or partially rescinded at any time.

2-16. Re-Employment

Former employees who have not been terminated for cause shall be eligible for reemployment and may be given preference over other job applicants provided they meet the minimum requirements and qualifications of the position and it is in the best interest of the City.

2-17. Employment Orientation

All new employees shall be given a thorough orientation about the nature of the job, the benefits, obligations and responsibilities of the position, and the general policies and procedures of both the City and the department he or she is to be employed in. In addition, the City will obtain information needed for insurance programs, determining citizenship status, etc., such as date of birth, that were not provided for in the application for employment.

2-18. Reasonable Accommodation for Disabilities

When an otherwise qualified employee is determined by medical authority to possess a physical or mental limitation, the City will review the case and decide what reasonable accommodation is appropriate, as described by law. Applicants with known physical or mental limitations will be provided with reasonable accommodations to City facilities. Any employee or applicant with known physical or mental limitations who believes reasonable accommodation is not being provided may appeal the decision to the City Council. The City Council will review the facts of each particular case and act in accordance with the provisions of applicable laws.

CHAPTER 3

PROBATION

3-01. Probationary Period

Every newly employed person or promoted employee shall be required to successfully complete a probationary period of six (6) months. Whenever a license or certification is required for a position, the probationary period shall be extended for a period of time permitted by state or federal law to obtain such license or certification. However, an employee's probationary period may be extended up to three (3) more months if, in the opinion of the department head or City Manager, such additional time is necessary or warranted in order to adequately evaluate the employee or to secure any license or certification required for the position.

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

3-02. Purpose of Probationary Period

The department heads shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs. Only those employees who meet acceptable standards during their probationary periods shall be retained. Department heads shall submit an evaluation report on each probationary employee to the City Manager prior to the completion of the probation.

3-03. Failure of Probation

The probationary period for a newly promoted employee shall be three (3) months. An employee shall fail probation when, in the judgment of the department head, the employee's fitness and/or quality of work are not such as to merit continuation in the job. Failure of probation may occur at any time within the probationary period and shall not be considered part of the disciplinary process. Any employee who fails probation will be terminated.

A newly-promoted employee who fails probation may be returned to his or her former job if a vacancy exists and will be eligible for consideration for later advancement. Department heads shall insure the thorough documentation of all cases of failure of probation and report the same to the Personnel Department for record keeping purposes.

3-04. Appeal of Failure of Probation

An employee failing probation shall have no right to appeal except on the grounds of discrimination which is prohibited by law and these policies, in which case the employee may appeal in writing to the City Manager within five (5) working days following notice of failure of probation

CHAPTER 4

PERFORMANCE EVALUATIONS & COMPENSATION

4-01. Employee Pay Schedule

All employees will be paid bi-weekly on Friday. Pay dates falling on a recognized holiday will be scheduled for the preceding regular workday. When an employee is on authorized leave, the employee must report to the payroll office to pick up his or her paycheck unless previous arrangements are made.

4-02. Emergency Duty Pay

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

4-03. Overtime and Compensatory Time

- (a) The City Manager will determine, according to the Fair Labor Standards Act ("FLSA"), *whether a position is exempt or non-exempt. The City Manager, or his designee, will endeavor to establish job descriptions for each position within the City and designate whether that position is classified as an exempt or non-exempt position under the FLSA.*
- (b) Non-exempt employees may be required to work hours in excess of their official established hours when necessary as determined by their department head or the City Manager. Employees are expected to respond to a reasonable request to work extra hours, and may be subject to disciplinary action for failing to stay or report for such hours.
- (c) The City must compensate all "non-exempt" employees if they physically work more than 40 hours during their regular scheduled workweek or work period. However, some employees are "exempt" employees and do not have to be compensated for work in excess of 40 hours during their regular scheduled workweek or work period.
- (d) Non-exempt employees performing work at any time other than their regular scheduled working hours, including taking work home is strictly forbidden unless authorized in writing by the employee's supervisor. Prior to working on such occasions, non-exempt employees must verify such hours with their supervisors to make certain that overtime is, or will be authorized. Employees shall not perform work for the City outside their regular scheduled work hours on a voluntary basis.
- (e) The City Manager or Department Manager has the authority to designate whether non-exempt employees will receive overtime pay, compensatory time, or a combination of both, for overtime worked.

- (f) Overtime pay for non-exempt employees shall be at one and one-half (1.5) times the employee's regular rate of pay.
- (g) City non-exempt employees can be paid in compensatory time instead of overtime pay. Compensatory time is paid time off, and a non-exempt employee earns one-and-one-half hour of compensatory time for each hour of work over 40 hours (43 hours for Law Enforcement Employees) during the employee's regular scheduled workweek or work period. All compensatory time shall be reported on time sheets.
- (h) Non-exempt employees may accrue up to a maximum of eighty (80) hours of compensatory time. After the non-exempt employee has accrued the maximum compensatory time and not used it as leave, all overtime above the maximum must be paid.
- (i) Non-exempt employee may take compensatory time off within a reasonable time after the employee requests it provided that the employee's department manager or the City Manager has approved it and the use of the compensatory time off does not "unduly disrupt" the City's work. In order to reduce the financial impact of compensatory time accruals, the City Manager or department manager may require employees to use accrued compensatory time.
- (j) The City shall pay non-exempt employees for accumulated, unused compensatory time when the employee leaves employment with the City, regardless of whether the employee is terminated, resigns or retires.
- (k) ~~Executive, administrative, and professional employees who are exempt from the overtime provisions of the FLSA are expected to render necessary and reasonable overtime services with no additional compensation. Exempt employees are not eligible to accrue overtime or receive compensatory pay. Exempt employees may accrue Exempt Time Off (ETO) within a single pay period for hours worked beyond their regular work hours. Due to the obligations of exempt employees to attend after-hour meetings and work on projects outside of regular work hours, the City Manager supervisor has the discretion to approve an exempt employee to use ETO for up to nine (9) hours in a workweek pay period without deducting any vacation leave. In the event ETO exceeds ETO earned vacation hours shall be substituted.~~
- (l) Temporary employees and salaried non-exempt employees are subject to the overtime provisions of FLSA, and must be compensated for all work over forty hours during the employee's regular scheduled workweek or work period.
- (m) Employees working unauthorized overtime may be subject to disciplinary action.

4.04. On-Call Time

Public Works employees who are on call status will receive one hour of pay for each day they are assigned to be on-call. This one-hour pay does not count towards the allowable

number of hours is a workweek of work period and is therefore not calculated as overtime. This pay does not apply to Police or Fire personnel on-call.

4.05 Determination of On-Call Status

In departments where on-call status is utilized, all employees are required to participate in the on-call rotation as a condition of employment.

4.06 Substitutes

With the approval of the Foreman or City Manager, employees designated on-call may make arrangements for another employee to substitute/cover their on-call assignment. However, the employee originally scheduled on-call is responsible for obtaining a substitute and approval for a substitute. If no substitute is available, the on-call employee must cover the on-call assignment. Substitutes will be eligible for on-call pay only if they substitute for a 24-hour period.

4-07 Readiness and Response of on-call Personnel

On-call personnel must be prepared to respond to call-backs at any time. For this reason, on-call is not allowed to consume alcohol at any time while on-call. Additionally, if an employee is taking medication that can affect their preparedness, they must inform their foreman or City Manager and remove themselves from on-call status. Employees will not receive on-call pay if they are not prepared to or able to respond to call-backs.

On-call personnel will be provided a City vehicle to drive while on-call. If your personal vehicle is used mileage will be compensated the Federal mileage rate. If stand-by personnel are called-back, they should first report to their department to obtain a City vehicle, and then report to the work site. All City vehicles must remain within 20 miles of the City of Farmersville ETJ. On-call and stand-by personnel must respond to call-backs within 20 minutes.

On-call and stand-by personnel must carry phones while on-call.

4-08. Employee Performance Evaluations

An employee shall be evaluated at least annually. Special evaluations may be made if requested by the department head and approved by the City Manager. Performance evaluation reports shall be on forms provided through the personnel office. All performance evaluation reports shall be permanently placed in the employee's personnel file. Employees shall be provided copies of their performance evaluation reports if requested.

Evaluators shall individually discuss the evaluation results with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. Employees dissatisfied with their performance evaluation may seek reconsideration by using the established grievance procedures.

4-09. Eligibility of Pay Increases/Incentive Pay

If available, annual pay increases will be effective on the first Monday of a pay period after the start of a new fiscal year (October 1st). The City Manager may adjust the effective date if required.

If available, employee's incentive pay will be effective on the first Monday of a pay period in November after the start of a new fiscal year (October 1st). The City Manager may adjust the effective date if required.

Employees will not be eligible to receive an annual pay increase or an incentive pay if any of the following conditions exist.

- 1.) A negative sick time balance at any time during the fiscal year.
- 2.) A negative vacation balance at any time during the fiscal year.
- 3.) A negative personal time balance at any time during the fiscal year.
- 4.) Time off taken without pay

4-10. Merit Increases

Pay increases may be granted by the City Manager or City Council as a reward for those employees demonstrating exceptional or above-average job performance. These merit increases are intended to reward outstanding personnel and as an inducement to motivate employees in their performance and productivity.

4-11. Termination Pay

Employees who leave the service of the City shall receive all pay which may be due to them in accordance as follows:

- (a) An employee will be paid for any hours worked and for any overtime compensation due him or her;
- (b) Only employees who have successfully completed their probationary period shall be paid for unused vacation time earned;
- (c) Employees may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program; and
- (d) Any indebtedness to the City which the employee might have incurred shall be deducted from his or her final paycheck.
- (e) If any employee dies while employed by the City, the City shall pay his or her designated beneficiary any unpaid wages, unused vacation time, and accumulated benefits.

4-12. Seven-Day Work Period for Law Enforcement Employees

Employees who work in Law Enforcement have an established seven-day work week of forty-three (43) hours. All time worked over the 43 hour work week will constitute compensatory time in lieu of cash payment.

4-13. Milestone Awards

Milestone awards, in the form of a plaque, are offered to regular full-time employees upon reaching their fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth, and

subsequent anniversaries at five year intervals. Anniversaries. Human Resources determines years of service.

The following items are part of each employee's milestone recognition:

Five Year Award

- Five year service plaque
- Acknowledgement at department staff meeting
- One day of paid leave

Ten Year Award

- Ten year service plaque
- Acknowledgment at department staff meeting
- One days paid leave

Fifteen Year Award

- Fifteen year service plaque
- Acknowledgement by City Manager
- One days paid leave

Twenty Year Award

- Twenty year service plaque
- Acknowledgment by City Manager
- Two days paid leave

Twenty Five Year Award and Subsequent Anniversary Awards

- Twenty-Five year service plaque
- Acknowledgement by Mayor and City Council meeting
- Two days paid leave

CHAPTER 5

ABSENCES & LEAVES

5-01. Holidays

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Good Friday
5. Memorial Day
6. Fourth of July
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving Day
11. Christmas Eve
12. Christmas Day

~~New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day and the Friday following, December 24th and 25th, and any other days as may be declared by the City Council shall be observed as official holidays for City employees in accordance with the following rules:~~

- (a) All full- time employees shall be entitled to all authorized paid holidays while employed by the City of Farmersville. Part-time, temporary and seasonal employees are not entitled to holiday pay.
- (b) As many employees as possible shall be granted each holiday off, consistent with the maintenance and continuation of essential City functions. Department heads shall ensure that employees working non-standard schedules or on scheduled shifts shall receive benefit of official holidays.
- (c) Employees required to work on a scheduled holiday shall be granted another day of paid leave for the scheduled holiday. In the event another day of paid leave is selected, the time must be taken within thirty (30) days of the holiday or holiday will be forfeited.
- (d) Holidays may not be accumulated or carried over to the next calendar year, with the exception for those employees required to work December 24 or December 25. Employees working those two days may carry them over through January of the next calendar year. If those holidays are not taken in January, they are considered forfeited.
- (e) Police and Fire shift employees may schedule holidays to be used on days other

than officially observed day within the thirty (30) days of the holiday. If separating employees have scheduled and used holidays prior to the officially observed days that holiday pay will be deducted from any final pay.

- (f) If the official holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on Sunday, the following Monday shall be observed.
- (g) Employees desiring to observe religious holidays not coinciding with official holidays may be authorized time off without pay, or may be authorized to utilize accrued vacation or personal time.
- (h) Holidays shall not be credited towards or used as termination pay.

5-02. Vacation Leave

All full-time employees, except temporary or seasonal employees, shall earn vacation leave at the following rates:

0-1 yrs. service	3.34 hrs. per mo. or 40 hrs. per year
2-7 yrs. service	6.67 hrs. per mo. or 80 hrs. per year
8-14 yrs. service	10.00 hrs. per mo. or 120 hrs. per year
15-99 yrs. service	13.33 hrs. per mo. or 160 hrs. per year

City Manager may at his or her discretion negotiate differently than the allowable leave rates.

Regular part-time employees who work on a regular basis shall earn vacation leave on a basis of 50% of the rate for full-time employees.

Vacation leave shall be administered according to the following rules:

- a) No employee may carryover more than 120 hours of vacation. Employees shall receive pay for earned, unused vacation time within 30 days of the end of the calendar year.
- b) Vacation leave shall be charged only for time during which the employee would ordinarily have worked.
- c) Employees being laterally transferred, promoted, or demoted shall retain any accrued vacation leave.
- d) Vacation leave shall not be advanced to employees except in emergencies with the approval of the City Manager.
- e) Vacation leave credits are not transferable between employees except in

emergencies and with the approval of the City Manager.

- f) Employees may be allowed to sell vacation with the approval of the City Manager. Employee will not be allowed to sell below the 80 hour carryover, except in emergencies and with the approval of the City Manager.
- g) Vacation leave may be allowed only with the approval of the department head or City Manager.

5-03. Sick Leave

Sick leave is granted to full-time employees by the City for the purpose of permitting an employee to be relieved of his or her duties during his or her actual illness or injury or when an employee is required to attend to his or her spouse or children who are ill or incapacitated provided they reside in the same household as the employee, as provided for in the Family Leave Act. Sick leave may not be used for any other purpose. Employees who use their sick leave without just cause may be dismissed. Part time, temporary and seasonal employees are not eligible for sick leave.

- a) If an employee becomes ill and cannot report for work, his or her absence must be reported to his or her immediate supervisor prior to or within one (1) hour after his or her regular reporting time so that such absence will be charged to sick leave. Failure to report in will cause an employee's absence to be charged to leave without pay.
- b) An employee will accumulate sick leave at the rate of eight (8) hours per month beginning after the six (6) month probationary period has been successfully completed. Accumulated sick leave shall not exceed 520 hours.
- c) Once an employee has reached the max of 520 hours, the employee's un-accumulated sick leave will be transferred to Personal Leave at the rate of 25% of the un-accumulated sick time. This will take place on the employee's anniversary date and will follow the same stipulations as section 5-12 PERSONAL LEAVE
- d) The City Manager may investigate any benefits claimed under this policy, and disapprove any claims not properly substantiated.
- e) Abuse of sick leave benefits may result in disciplinary action or dismissal.
- f) Official holidays and regular days off shall not count against sick leave.
- g) ~~After a sickness of three (3) days, a doctor's report shall be required. After the third day of illness a doctor's report shall be required each 7 days thereafter while the employee is absent due to illness.~~

- h) An employee who becomes ill or injured during a vacation shall request that the vacation be terminated and the time of illness be charged to sick leave. Such request must be made immediately to the department head or no later than the first regularly scheduled work day following vacation. A doctor's statement shall be required in such instances.

Abuse of Sick Leave

Regular attendance is an essential function of every job. The misuse and abuse of the sick leave benefit is grounds for disciplinary action up to and including termination of employment. Misuse and abuse of sick leave may include, but is not limited to the following:

- A. Evidence of inappropriate patterns of sick leave usage
- B. Taking excessive leave
- C. Frequently using sick leave as soon as accrued.
- D. Failure to comply with departmental procedure for the notification and scheduling of sick leave.
- E. Participating in actions or activities that are not consistent with the requested scheduling and use of sick leave.

Sick Leave Usage

Sick leave usage will run concurrently with Family & Medical Leave, if applicable. In the event that an employee will be or has been absent for more than three consecutive working days for reasons covered under this policy, he/she should contact the Human Resources Department as soon as possible to determine whether the absence should be designated as leave under the Family and Medical Leave Act. (FMLA). The employee's supervisor should also contact Human Resources upon notification of or absence of the employee for more than three days. For absences authorized under FMLA, the Human Resources Department will request documentation to support the need for absence and/or the return to work. Please refer to the City's Family and Medical Leave Policy for more Information.

A supervisor should consult with Human Resources if he/she suspects employee misuse of sick leave not authorized under the Family and Medical Leave Act (FMLA) or workers compensation leave.

Sick Leave Documentation

An employee returning from a sick leave absence for his/her own illness/injury in excess of three consecutive work days may be required to submit a return-to-work release from his/her doctor. The employee may also be required to take a fitness-for-duty test if such a test is normally required for placement in the job. Department heads should contact the Human Resource Department to coordinate a return-to-work release and/or fitness-for-duty test, if needed.

5-04. Sick Leave Bank

I. Policy

City of Farmersville, consistent with Chapter 157.071 of the Texas Local Government Code, provides for a sick Leave Bank, which will enable City employees to contribute accumulated sick leave and also will allow City employees to use time from the Sick Leave Bank for their own or their dependent's serious illness.

II. Definitions

- A. "Administrator" means the City of Farmersville Human Resources Director. This position has not voting rights.
- B. "Eligible employee" means an employee paid from the fund of the City or from special grants paid through the city with twelve (12) or more months of continuous service with the City.
- C. "Dependent" means an employee's parent, spouse or child.
- D. "Serious illness or injury" is a severe condition or combination of conditions which is non-job-related and which has a prolonged negative effect on an individual's health. Such conditions require in-patient hospital care, hospice care, prolonged out-patient care of home health care as determined to be medically necessary by a licensed physician.
- E. "Sick Leave Bank Board of Directors" means employees who have been elected by voting members of the Sick Leave Bank
- F. "Executive Officer" means the City Manager. This position has no voting rights.
- G. "Immediate Family Member" includes the following relationship:
 - *Husband
 - *Wife
 - *Grandparents
 - *Grandchildren
 - *Son, Son-in law, Stepson
 - *Daughter, Daughter-in-Law, Stepdaughter
 - *Father, Father-in-Law, Stepfather
 - *Mother, Mother-in-Law, Stepmother
 - *Brother, Brother-in-Law, Stepbrother
 - *Sister, Sister-in-Law, Stepsister

III. Procedures

A. Sick Leave Bank Board of Directors

1. To be a member of the Sick Leave Bank Board of Directors, individual must have been employed by the City of Farmersville for at least four (4) consecutive years and have a minimum balance of 200 hours of sick leave at time of application.
2. Member of the Board of Directors shall consist of:
 - *One Department Head
 - *Four representative employees
 - *Total of five (5) members
3. Term of Office
 - *The term of office will be four (4) years. A member of the board may serve a maximum of three (3) consecutive terms.
4. Election Procedures
 - *Elections will be held in May for term to begin in June. Only current members in the bank are eligible to vote.

Members of each group named above may file as candidates from their group. Candidates must file for office with the administrator in May of each year. A form will be provided.

Voting will be by secret paper ballot. Ballots will be distributed and collected by the Administrator or his/her appointee. The Administrator shall call a meeting of the Board of Directors to tabulate the ballots no later than one week following the election. The candidate with the plurality of the vote will be elected.

The Administrator shall rule on the eligibility all other personnel not covered above.

In the event no one files as a candidate for one of the positions on the Board of Directors, the Board shall fill such position by appointment at the first Board Meeting following the filing deadline. The selection will be made from the group, which would be represented by the vacant position.

If a member of the board is representing on group on the Board and accepts or is transferred to a new classification, then he/she must resign his/her position.

5. Duties and Responsibilities of the Board of Directors

- a. At the first meeting of the year for the newly elected Board members, the Board shall select from its group a chairperson, vice chairperson and a secretary.
- b. The Sick Leave Bank Board of Directors will approve or deny written requests for the use of time from the pool. Upon request, the Sick Leave Board of Directors will review each request for Sick Leave on an individual basis and the physician certification whether or not the condition is serious.
- c. The Sick Leave Bank Board shall send written notice to the employee and the payroll services section of the City of the denial or approval. Where leave has been approved, such notice shall include the amount of leave.
- d. All eligible employees (See Section II) may be granted up to forty five (45) days a year. The Sick Leave Bank Board will not grant more days than its members have contributed.
- e. The Administrator or designee shall maintain records of leave contributions, request, denials and approvals made under this policy.
- f. Board of Directors unable to attend the committee meeting pertaining to a Sick Bank request may vote absentee. Conditions: The member must review the information pertaining to that request and vote by 5 pm the day prior to the meeting, by email or written form.
- g. A member may appeal the decision of the Board of Directors by writing a letter to the Executive Officer (See Section II) requesting to appear in person before the Board of Directors. The Board of Director's decision is final.

B. Contributions

An employee shall contribute twenty four (24) hours of accrued sick leave when they first join and eight (8) hours each year after. The days donated become the property of the City of Farmersville Sick Leave Bank. All donations will remain in force and cannot be returned ever upon cancellation of membership.

Sick leave time will be deducted from the contributing employee's sick leave balance.

Employees, who terminate their employment with the City of Farmersville, forfeit membership in the bank at the effective date of termination. If the employee wishes to regain membership in the bank upon his/her return to the City, twenty four (24) hours must again be donated.

Employees who terminate or who resign or retire (that are members of the sick bank) may donate not more than 10 days (80 hours) of accrued sick leave time earned by the

employee to take effect immediately before the effective date of termination, resignation or retirement.

C. Requesting Sick Leave Bank

1. An employee requesting Sick Leave Bank time must have exhausted all accrued paid leave and compensatory time to which the employee is otherwise entitled and must have been absent from work due to a serious illness or injury. An employee receiving workers' compensation benefits will not be covered by sick leave bank. Sick leave bank grants will not be authorized for illness or disability resulting from self-inflicted injury or act of war.
2. An eligible employee electing to apply for use of time from the Sick Leave Bank must complete a Request for Sick Leave Bank Form. The eligible employee must also ensure that the Attending Physician's Statement is completed by a physician or other licensed medical practitioner. Both forms should be submitted together to the HR Department who will present it to the Sick Leave Bank Board of Directors.
3. If a request to draw upon the bank is for other than consecutive days of illness, a separate request, including a new physician's statement, must be submitted for each period of illness. Each separate application must meet the initial criteria of just cause.
4. Employees returning to work after being off of Sick Leave Bank time must provide the HR Department and their Department Head a written release from a physician documenting the employee's ability to return to work.

D. Use of Sick Leave Bank for Immediate Family

To provided additional sick leave days for members whose immediate family has suffered catastrophic illness or injury. To make the Sick Bank a more significant benefit for employees, immediate family has been included. This requires stricter guidelines to protect the bank and the City from the excessive use of sick leave days.

To apply for sick leave days, the member must follow the procedures set out in Section III, C.

All regulations pertaining to the use and issuing of sick leave days will also be applied to the illness or injury of the family member.

The maximum number of days that may be granted to an employee for use with the sickness or injury of a family member is fifteen (15) days per occurrence with a maximum of thirty (30) days per year.

Upon a unanimous vote of the Board of Directors, the Board may provide a member thirty (30) additional days or fifteen (15) days for the illness of an immediate family member in

extreme hardship cases.

E. Payroll Services

1. Upon receipt of notification of approval of Sick Leave Bank for an employee, the payroll department will credit the approved amount of time, taken from the bank to the sick leave recipient. Payroll will track the Sick Leave Bank time used by the employee. If the employee returns to work prior to exhausting the paid leave, Payroll will credit the unused time back to the Sick Leave Bank.
2. Payroll will ensure that the employee continues to accrue vacation leave and sick leave while on Sick Leave Bank (unless the employee does not return to work). However, vacation and sick leave which accrue for any month in which the employee is not physically at work cannot be used until after the employee returns to work. A holiday within the leave period is not counted as sick leave.
3. The estate of a deceased employee is not entitled to payments for unused sick leave acquired by the employee from the Sick Leave Bank.

F. Sick Leave Bank Exhausted

If an employee is still unable to return to work after exhausting sick leave bank, he/she may be subject to a non-disciplinary termination of employment. In this situation, an employee will leave in good standing. He/she will be encouraged to apply for Long Term Disability benefits and/or retirement through TMRS as early as possible to expedite the application and review process.

5.05 Inclement Weather

The City is responsible for providing Police, Fire, and EMS, water, sewer, street, traffic, sanitation and other supporting services to citizens in Farmersville with or without inclement weather conditions. Given these responsibilities, is the city's policy to be open for business under all types of weather conditions, such as heavy snow or ice storms, and all employees are expected to report to work?

Employees unable to report to work due to poor road conditions or other weather-related difficulties or who believe they would be endangering their lives or property by driving to work have three options in the following order:

1. Use accrued compensatory time.
2. Use accrued personal day.
3. Use accrued vacation leave.

5-05. Maternity Leave

Leave of absence for maternity reasons shall be without pay and shall be recorded and

treated as any other medical leave of absence, as provided for in the Family Leave Act. Pregnant employees may continue to work as long as their doctor says they are capable of performing their job duties safely and shall be expected to return to work following delivery at whatever time their doctor determines they are again capable of performing their job duties without endangering their health or safety. In maternity cases, as in other cases of illness or injury, the City reserves the right to require a letter of approval from the employee's doctor at any time certifying the employee's capability or incapability of performing job duties safely.

Any earned, unused vacation time may be used for a portion of maternity leave.

All regular full and part-time female employees shall be eligible for maternity leave. Temporary and seasonal employees will not be eligible.

5-06. Bereavement Leave

All full-time employees may be granted leave with pay for a period not to exceed three (3) work days to attend a funeral and handle the necessary family details in case of death in their immediate family or other relative living in the same household. This leave shall not be charged against sick leave or vacation. Part time, seasonal, and temporary employees may be granted up to three (3) days leave of absence without pay in such cases. (Immediate family, for this purpose, shall be defined as husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, employee's or spouses grandparents, brother, sister.)

5-07. Military Leave

Full-time employees of the City who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties for up to fifteen (15) days in any one calendar year, without loss of vacation time or salary. Said leave may be used for all days during which they are engaged in authorized training or duty. Requests for approval of military leave must be accompanied by copies of the relevant military orders. Military leave in excess of fifteen (15) days will be charged to vacation leave or leave without pay. Upon return from the training, the employee must furnish a statement from the commanding officer showing the military earnings while at camp.

Full-time employees of the City who enter active duty with the State Military Forces or with the Armed Forces of the United States are entitled to be restored to employment subject to the provisions of the law upon honorable release from active duty, provided an appropriate position is available. Reemployment of such individual is subject to the approval of the City Manager.

5-08. Jury Duty Leave

Employees shall be granted sufficient leave with pay when called for jury service or court duty. The employee shall provide his or her supervisor a copy of the jury or court summons. Employees excused or released from jury service or court duty shall immediately report to their work station for the remainder of their shift.

5-09. Authorized Leave With-out Pay

In circumstances not falling within other provision of these rules, the City Manager may authorize an employee to take leave without pay under mutually agreeable terms and conditions. Employees taking leave without pay shall not lose or gain seniority. All employee benefits will remain in effect during periods of authorized leave without pay.

5-10. Absent With-out Leave

An employee failing to report to work or remain at work as scheduled without proper notification to his or her immediate supervisor and obtaining authorization or excuse has committed a serious offense and shall not be paid for the time involved. Absence without leave constitutes abandonment of duties and may result in severe discipline, up to and including discharge. In cases where the employee is discharged for absence without leave, it shall not be considered to be in "good standing".

5-11. Family and Medical Leave

An employee is eligible for family leave up to twelve (12) work weeks during any twelve (12) month period if the employee has been employed by the City for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) months immediately preceding the date that the desired leave would begin. Eligible employees may take reasonable leaves of absences for maternity purposes; the birth, adoption, or placement of a foster child; or for the care of a spouse, son, daughter, or parent who has a serious health condition. For these purposes, "serious health condition" shall mean an illness, injury, impairment, or physical or mental condition involving inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. "Spouse" shall mean the husband or wife of the employee, but shall not include unmarried domestic partners. If both an employee and his/her spouse are employed by the City, their combined time off may not exceed twelve (12) work weeks during any twelve (12) month period. An employee will be required to first use any of his or her accrued and unused vacation.

An employee requesting family leave is required to give thirty (30) days' notice before the date the leave is to begin; except for confirmed emergencies, which notice shall then be given as soon as practicable. In cases of medical emergencies, notice may be given in person or by phone, and may be given by the employee's spouse or another family member. An employee on family leave shall provide a statement of the employee's intentions concerning returning to work.

A medical clearance is required for all employees desiring to return to work from taking leave as a result of a serious health condition. The City may also require certification of a serious health condition when family leave is taken for the care of a spouse, son, daughter, or parent.

Taking family leave will not result in the loss of any benefit accrued prior to the date on which the leave begin. However, vacation and sick leave benefits shall not accrue during the period of the leave of absence. An employee on family leave will remain covered under all employee benefit plans (medical, retirement, etc.) throughout the duration of the leave as if actively employed.

An employee returning to work following a leave of absence under these family leave provisions, shall be returned to his or her position or an equivalent position.

5-12. Job Protection

If the employee returns to work within 12 weeks following a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position in terms of pay, benefits, status, and authority. If the position would have been eliminated or the employee would have otherwise been terminated, the employee does not have the right to reinstatement upon return from leave. If the employee fails to return to work by the previously agreed upon date, in absence or further communications, he/she will be considered to have abandoned the job.

5-13. Injury Leave

An employee injured in the line of duty may receive worker's compensation and injury wage continuation benefits under the terms and conditions prescribed in the applicable programs.

5-14. Personal Leave

Full-time employees shall be granted upon hire date a maximum of two (2) days of personal leave per year with pay. Personal leave shall accrue on the employee's employment anniversary date. Any personal leave not taken during the twelve (12) month period following an anniversary date may not be carried over to the next year and will be lost. Prior approval of personal leave must be given by the Department Head or Supervisor. Part-time, seasonal or temporary employees are not eligible for personal leave.

CHAPTER 6

EMPLOYEE CONDUCT

6-01. Attendance

All employees are expected to report to work as scheduled and to work their scheduled hours and overtime, if necessary. Employees shall be at their place of work in accordance with City and departmental policies and regulations. Department heads shall establish work schedules and maintain daily employee attendance records. The personnel office will maintain annual employee attendance records.

6-02. Work Standards

It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in his or her work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee become a problem, supervisors should point out the deficiencies at the time they are observed and take appropriate action. Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires it.

6-03. Political Activities

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- (a) Employees shall refrain from publicly using their positions for or against any candidate for public office in any jurisdiction.
- (b) No employee while on duty shall take an active part in any political campaign of another person for an elective position of the City. The term "active part" means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about the candidates.
- (c) Employees may not be required to contribute money, labor, time, or other valuable thing to any person for City election purposes.
- (d) No employee may hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment, with or without remuneration.

6-04. Solicitation

Solicitation of contributions or anything of value for any purpose whatsoever shall not be permitted by City employees on the job only with the express approval of the department

head. No employee may be required to make any contribution or shall be penalized or rewarded in any way in connection with his or her employment according to his or her response to the solicitation.

6-05. Outside Employment

Although outside employment is not expressly prohibited by the City, employees who work other jobs on their own time must remember that their first responsibility is to the City. If a second job leads to excessive absenteeism, tardiness, or poor performance, the employee may be asked to choose between the two jobs. The department head may establish certain conditions before granting this permission, e.g., work must be located within the City or within a reasonable commuting distance, outside employer may be required to excuse employee to answer emergency calls, employment would not create any conflict or embarrassment to the City, etc.

6-06. Physical Fitness

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his or her job.

6-07. Personal Appearance

All employees, regardless of work location and degree of public contact, are expected to maintain a good personal appearance and an acceptable standard of cleanliness and personal hygiene at all times to present an image, which appropriately and properly reflects the character of the City of Farmersville. Generally, employees should wear appropriate, clean attire during working hours, and appropriate attire to complete their daily duties in a safe manner.

6-08. Financial Obligations

All employees are expected to keep their personal financial affairs in good order. Failure to pay just debts, including taxes, may constitute grounds for disciplinary action if job performance is impeded.

6-09. Conflict of Interest

No officer or employee of the City shall accept, directly or indirectly, any gift, favor, privilege, or employment having a monetary value in excess of twenty-five dollars (\$25.00) from any person, firm, or corporation doing business with, or seeking to do business with the City during the term of office of such officer or during the employment of such employee of the City and in connection with such office or employment, except as may be authorized by ordinance or on behalf of the City and for its benefit. Under no circumstance shall cash or any instrument of cash having monetary value be accepted. No officer or employee of the City who is employed, directly or indirectly, by any person, firm, or corporation doing business with, or seeking to do business with the City shall in any manner participate in any discussion or decision of any agency, board, commission, or instrumentality of the City having to do with the business done or sought to be done with the City by such person, firm, or corporation without first declaring publicly such employment.

6-10. General Deportment

The attitude and deportment of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City administration and its programs and policies.

6-11. Sexual Harassment

No employee, male or female, shall harass another employee by making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any employee's employment, using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct. The City does not condone any sexual harassment of its employees. All employees, including supervisors and department heads, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit. The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent comments on an employee's sexual preferences or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as sexual harassment. Any employee who feels victimized by sexual harassment should report the harassment to the department head immediately. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

6-12. Indictments Against Employee

An employee may be suspended, with or without pay, if accused or indicted for a crime or official misconduct pending a decision on the indictment such as dismissal, acquittal or conviction. If the indictment is dismissed or if the employee is acquitted, the suspended employee shall be reinstated to his or her former position, or a similar one if not available, without loss of any benefits and such suspension shall not be considered as a disciplinary action.

6-13. Smoke and Smokeless Tobacco Policy

It is the City's intent to protect the health of the non-smoker by providing a healthy environment in which to work and conduct business. Therefore, smoking and/or smokeless tobacco is not permitted in any municipal facility, building, structure and/or office space that is owned and/or leased by the City of Farmersville. In addition, at no time shall smoking or the use of smokeless tobacco be permitted in any City vehicle or while operating motor equipment.

This policy shall apply to all employees, visitors and tenants. Employees violating this policy will be subject to discipline as outline in the discipline policy.

CHAPTER 7

DISCIPLINE, APPEALS AND GRIEVANCES

7-01. Work Ethic and Disciplinary Policy

The City expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner. Employees are also expected to comply with all rules, regulations, and policies pertaining to job performance standards and personal conduct on the job. If an employee fails to perform satisfactorily or if his or her personal conduct is unacceptable, disciplinary action may be taken.

All reasonable efforts will be made to insure due process to the employee. The City will attempt to review and resolve all employee problems as promptly and equitably as possible and at the lowest possible organizational/supervisory level. All employees will be provided with a fair, expedient, objective and consistent means of resolving work related problems.

7-02. Grounds for Disciplinary Action

The City Manager or department head may take disciplinary action against an employee for the following:

- (a) Illegal, unethical, abusive or unsafe acts.
- (b) Violation of City rules, regulations, policies or procedures.
- (c) Insubordination.
- (d) Leave under false pretenses.
- (e) Incompetence.
- (f) Neglect of duties.
- (g) Theft.
- (h) Participation in prohibited political activities.
- (i) Unauthorized soliciting while on duty.
- (j) Excessive or unauthorized absenteeism and tardiness.
- (k) Failure to conduct himself or herself in a courteous and proper manner while on duty.
- (l) Falsification of official documents or records.
- (m) Unauthorized use or disclosure of official information.
- (n) Unauthorized or improper use of official authority.
- (o) Possession, use or being under the influence of drugs or alcoholic beverages not prescribed by a physician while on duty.
- (p) Damaging City equipment, tools, machines, and/or property.

- (q) Wasting materials and supplies.
- (r) Carelessness, recklessness, and/or engaging in horseplay.
- (s) Immoral conduct or indecency.
- (t) Abuse of illness, injury, disability, or other benefits.
- (u) Any threat or physical attack on any supervisor or co-worker.
- (v) Failure to properly document time and attendance records.
- (w) Sexual harassment.

This list is to illustrate the more common causes and is not intended to be all conclusive.

7-03. Types of Disciplinary Action

Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action shall include verbal warnings, written reprimands, and suspension without pay, pay reduction, demotion, or dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the extent of circumstances. An employee may be formally warned at any time that he or she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing here shall prohibit the administration of informal disciplinary action, such as oral reprimands. Informal disciplinary action may be documented in the employee's official personnel file at the discretion of the department head.

Supervisory personnel are encouraged to consider the following as normal disciplinary transitional steps in situations requiring disciplinary action:

Verbal Warnings with records of each warning being noted in the employee's personnel file.

Written Reprimands which the department head must transmit through the City Manager before placement in the employee's personnel file;

Suspension without Pay or Reduction in Pay or Demotion or Dismissal

Nothing herein is intended to negate the authority or responsibility of a superior to take disciplinary action believed appropriate, based upon the relevant circumstances; or prohibit the superior from immediately discharging an employee for the first instance of gross misconduct.

7-04. Written Reprimand

In the interest of good discipline, an employee may be formally reprimanded in writing. The reprimand shall describe the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee's official personnel file.

7-05. Suspension

In the interest of good discipline, an employee may be suspended without pay for up to thirty (30) calendar days in any one (1) calendar year. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file. When an employee is under investigation for a crime or official misconduct or is awaiting hearing or trial in a criminal matter, he or she may be suspended with or without pay for the duration of the proceedings when such suspension would be in the best interests of the City and the public. If the investigation or proceedings clear the employee, he or she shall be eligible for reinstatement with full pay and benefits restored.

7-06. Reduction in Pay

In the interest of good discipline, an employee's pay may be reduced provided it is done within reason. A written notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

7-07. Disciplinary Demotion and Dismissal

In the interest of good discipline, an employee may be demoted. A written notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

An employee may also be dismissed from the City employment in the interest of good discipline. A written notice of dismissal may be provided to the employee describing the deficiency or infraction involved.

An employee may appeal his or her demotion or dismissal in accordance with Section 7-08, entitled "Appeals of Disciplinary Action".

7-08. Appeal of Disciplinary Action

An employee may appeal any disciplinary action taken against him or her if he or she feels that he or she has been disciplined unfairly, too harshly, or inappropriately. The employee must file notice of appeal in writing to the City Manager within five (5) working days following such action. The City Manager, after notice to the employee and a hearing of the appeal facts, shall have broad authority to approve, disapprove, modify, or rescind any disciplinary actions taken or proposed by the supervisor of the employee. The City Manager shall render a decision in writing on the appeal within ten (10) calendar days after the hearing. The City Manager's decision may be appealed in writing to the City Council; provided, notice of intention to appeal is made in writing within five (5) working days following the City Manager's decision.

As promptly as practicable after the appeal has been filed, the employee should be given written notice of the hearing date and time, which shall be not less than three (3) days after the date the notice is given to the employee. The hearing shall be conducted fairly and in private by the City Council unless the employee requests it to be public. Should the reasons for the disciplinary action not have previously been given, the employee may request that such reasons be given and reduced to writing, and that the hearing be recessed for one (1) day or longer in order to allow the employee to consider the reasons given. At the hearing, the supervisor or the department head initiating such disciplinary action may respond to questions from the employee, but should keep such responses brief and objective. At the hearing, the employee may challenge any evidence presented against him or her and may call witnesses and present evidence in his or her own behalf. Formal rules of evidence need not be followed during such hearings. After the hearing, the City Council, after careful investigation of the facts, shall have broad authority to approve, disapprove, modify, or rescind any disciplinary actions taken or proposed by the City Manager. Should it be found that the employee has been unjustly disciplined, discharged, or suspended, he or she shall be reinstated and compensated for all time lost at his or her regular rate of pay. The decision of the City Council shall be final.

Nothing in this manual shall abridge any right of public access under the state statutes providing for open meetings and access to public records. To the extent possible, for the protection of all concerned, the City Council's rulings will be reduced to writing.

7-09 Grievances and Appeal Procedures

Employees may take any job related complaints, problems or grievances to their immediate supervisors in order to resolve it. Following discussion of the grievance with his or her supervisor, if an employee still remains dissatisfied with a working condition or some other aspect of employment, other than for a disciplinary action, he or she may submit a written grievance to his or her department head within five (5) working days after the cause of the grievance arises or becomes known to the employee.

It shall be the responsibility of the department head to study the grievance and attempt to resolve it within ten (10) working days. Further discussions with the grievant shall be encouraged. If the grievance cannot satisfactorily be resolved within ten (10) working days, the department head shall refer the grievance with comments and/or recommendations to the City Manager, if necessary. If the grievance cannot be resolved by the City Manager, employees may request that the grievance be submitted to the City Council for resolution. Supervisors and employees should make every effort to resolve grievances at the lowest level possible. Employees shall be kept informed of the status of their grievances. If a person in the supervisory chain fails to resolve or refer a grievance within ten (10) calendar days, the employee may present the grievance directly to the next higher level of supervision. Punitive action shall not be taken against an employee for submitting a grievance in accordance with these guidelines.

The employee should always keep in mind the responsibility of the City to its citizens and to the public. It is the responsibility of the employee to assist in discharging this responsibility by contributing to a good working relationship among employees in the City government. In order to minimize disruption of the operation of City government and damage to the reputation of the City among its citizens, the employee shall use these grievance procedures.

7-10. Retaliation against Employee for Reporting Violations of Law

The City nor any employee of the City may not suspend or terminate the employment, or otherwise discriminate against, a public employee who reports a violation of law to an appropriate law enforcement authority if the report is made in good faith.

DRAFT

CHAPTER 8

NON-DISCIPLINARY TERMINATIONS

8-01. Resignation

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

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

8-02. Layoff

An employee may be laid off because of changes in duties, organizational changes, lack of work, or budget cutbacks. Whenever possible, an employee laid off from one City department may be transferred to a suitable position elsewhere provided said employee has the appropriate qualifications and job skills. Whenever possible, at least two (2) weeks' notice shall be given an employee prior to layoff. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employees being retained the longest. Temporary employees shall be laid off before regular employees performing similar duties. A layoff shall not be considered a disciplinary action.

Employees laid off may be recalled back to their job or another similar job in which they meet the minimum job requirements and qualifications in the reverse order of the layoff. Employees being recalled shall have precedence over other job applicants. Employees recalled back to work shall report to work as instructed. An employee failing to report back to work shall be considered as having forfeited his or her right to reemployment.

8-03. Incapacity

An employee may be terminated for medical reasons when the employee as an individual no longer meets the standards of fitness required for the position, unless a reasonable accommodation can be made. A finding of incapacity shall be based on an individual medical determination by a competent physician. Terminations for incapacity shall not be considered disciplinary action and shall not operate to deny any employee the use of any accrued illness, injury, disability or other benefits.

8-04. Retirement

Eligible employees may elect to retire from the City service in accordance with applicable retirement programs.

8-05. Unsatisfactory Service

An employee may be terminated for unsatisfactory service when his or her ability to handle

the duties of the position fall below the desirable standards for continued employment, as supported by performance evaluation records and supporting documentation.

DRAFT

CHAPTER 9

PERSONNEL RECORDS

9-01. Personnel Files and Records

The payroll clerk shall maintain the official personnel files and records for all City employees. Unless otherwise provided by law, personnel files shall be confidential and may not be used or divulged for purposes unconnected with the City personnel management, except with the permission of the employees involved. Nothing herein shall prevent the dissemination of impersonal statistical information. An employee shall have a right of reasonable inspection of his or her official personnel files and records under appropriate supervision.

9-02. Status Changes or New Hiring

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

9-03. Personnel Reports

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

9-04. Direct Deposit

It is the policy of the City of Farmersville that all employees participate in Payroll Direct Deposit. It is the employee's responsibility to provide accurate banking information to payroll (routing number, account number). Employees must submit a voided check or letter from his/her banking institution along with the proper direct deposit change form when enrolling or changing direct deposit information. No photo copies or email copies are accepted all forms must be original and signed.

Once the original direct deposit form is received in payroll, it may take up to two payroll cycles for the actual direct deposit to take effect. During that time, the employee will receive a payroll check.

Employees are advised to contact payroll when contemplating closing their bank account(s), to assure that direct deposit payments are not in transit and to minimize the possibility of delayed payments.

Payments credited to bank accounts incorrectly via Direct Deposit will be reversed by the City of Farmersville as soon as the error is noted. A corrected entry will be processed as

quickly as possible and credited via direct deposit. If correction by direct deposit is not feasible, a check for the correct amount will be issued by the City of Farmersville. In the event that an employee has withdrawn funds which were erroneously credited to his/her account and City of Farmersville is unable to execute a reversal of the erroneous entry, Payroll will arrange repayment with the employee.

9-05. Recording Time

All employees are responsible for accurately. Falsifying time sheet documents are grounds for immediate dismissal.

DRAFT

CHAPTER 10

EMPLOYEE BENEFITS

10-01. Medical Insurance

All-full time and regular part-time employees who are on a regular weekly work schedule are provided with medical insurance. Seasonal or temporary employees are not provided insurance coverage. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides for payment of hospitalization and major medical expenses up to the limits of the policy for illness and accidental injuries off the job. Coverage for other family members is at the option of and payable by the employee through payroll deductions at the prevailing rates.

Any employee who is laid off or terminated by the City, except in cases of gross misconduct, will be allowed to continue the insurance coverage up to a maximum of eighteen (18) months. Coverage for family members may be continued for up to three (3) years. Employees or family members that elect to continue coverage after being laid off or terminated will be required to pay the entire cost of the premium.

10-02. Life Insurance

The City provides group life insurance coverage for all full time and regular part-time employees. Seasonal and temporary employees are not provided coverage. Coverage shall begin upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to employees is paid by the City. The life insurance is payable in the event of death of an employee. It is designed to help ensure that an employee's family receives financial assistance in the event of the employee's death. Payment will be made to the beneficiary designated by the employee.

10-03. Worker's Compensation Insurance

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

10-04. Injury Wage Continuation of Benefits

Subject to the provisions set forth below, City employees who sustain physical injury on the job may receive wage payments as injury wage continuation payments, separate and distinct from and in addition to worker's compensation payments, during such time as a doctor, either selected by the City, or selected by the employee and approved by the City Manager, certifies that the employee is not able or should not return to regular or full time work due to the injury.

Wage continuation benefit payments shall not be charged against sick leave or vacation time until the supplemental wage continuation benefits have been exhausted. The total

amount paid an injured employee, while absent from work, including any combination of worker's compensation benefits, wage continuation benefits, sick leave, vacation leave, and wages for work performed, shall not exceed one hundred percent (100%) of full pay which he or she should have received for such period at his or her regular hours and rate of pay. In no event shall the total amount of wage continuation benefits paid to an employee as a result of a physical injury, including any later aggravation, relapse, or re-injury, exceed six (6) months at one hundred percent (100%). In no event shall injury wage continuation benefits be paid to an employee for more than six (6) months as a result of a physical injury, nor shall supplemental wage continuation benefits be paid for absence from work or inability to perform regular or full time work for an injury sustained two (2) or more years previously.

While off work and drawing injury wage continuation benefits, an injured employee shall continue to accrue vacation leave at the regular rate. Injury wage continuation benefits shall be administered under the following rules:

(a) The term "physical injury" as used herein, shall mean an injury to the physical structure of the body or a part thereof including any subsequent aggravation or re-injury that occurs while the employee is acting in the course and scope of his or her employment and shall not include any illness, disease, or infection except such illness, disease, or infection as is directly caused by and naturally results from a physical on-the-job injury. Injuries that occur while traveling to and from work, while engaged in horseplay, while attending to personal matters and partly in employment matters, shall not be deemed injuries so as to qualify for this supplemental benefit.

(b) An employee with a physical injury who is able to perform light duty, as determined by the treating doctor, may be required to do so for his or her original department or another department.

(c) An employee who does not qualify for injury wage continuation benefits, or whose benefits are used up before being released to duty by the treating doctor may take his or her accrued sick and/or vacation leave, to equal one hundred percent (100%) of regular pay. If the employee is receiving weekly worker's compensation payments then sick and vacation leave may be taken in an amount necessary to make up the difference between such payments and full regular pay. An employee who has used all accrued sick and vacation leave, and injury wage continuation benefits before being released to duty by the treating physician may be granted a leave of absence without pay for a reasonable period upon recommendation of the department head and approval by the City Manager.

(d) An employee who is physically able and who fails to report any on-the-job injury, however minor, within twenty-four (24) hours after it occurs, to his or her supervisor and take such first aid treatment as may be necessary shall not receive or be eligible for injury wage continuation benefits. When an employee is injured on the job, he or she shall report the accident as soon as possible and submit it to the department head who shall forward a copy to the payroll clerk.

(e) Injury wage continuation benefits are purely voluntary on the part of the City and may

be terminated at any time.

10-05. Social Security

All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This type of government insurance, known as "Federal Old Age and Survivor's Insurance," provides for benefits for retirement, disability or upon death. This insurance is financed by social security taxes which are paid through payroll deductions by the employee.

10-06. Unemployment Insurance

All employees of the City are covered under the Texas Unemployment Compensation Insurance program. This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee on a portion of the employee's earnings to finance this benefit.

10-07. Retirement and In Service Death Benefits

The City is a member of the Texas Municipal Retirement System. The purpose of this system is to provide a plan for the retirement and disability of employees of Texas municipalities. Participation in this system is compulsory for all employees who have not reached the age of sixty (60) years and for part time employees in accordance with the retirement system's policies. Participation in the system begins upon employment with the City. The employee will contribute five percent (5%) of his or her salary through payroll deductions into the retirement plan, with the City matching this amount on a 1 to 1 basis.

In addition to the retirement plan, the City also provides an In-Service Death Benefit for its employee's participation in the Texas Municipal Retirement System. Benefit is payable to the designated beneficiary upon death of the covered employee. The amount payable to the beneficiary is equal to the annual salary of the covered employee. This supplemental benefit is provided by the City at no cost to the employee.

CHAPTER 11

TRAVEL POLICY

11-01. Applicability of Travel Policy

This policy is applicable to all City employees and applies to all travel on City business outside the City limits and to all travel reimbursements, subject to budget limitations and authenticated expenses.

11-02. Authorization Required

The department head may authorize travel leave and expenses for City business outside the City. All travel requests must be approved by the department head and prior to its occurrence. Any employee traveling on official City business shall leave word with his or her supervisor as to where he or she can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose.

11-03. Transportation Expenses

All approved transportation expenses will be reimbursed as follows:

- (a) When employees use their personal vehicles all travel mileage will be paid ***by rates established by the Federal Government*** per mile plus any parking fees.
- (b) When City vehicles are used all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.
- (c) When air travel is permitted, the cost of such airfare will be reimbursed. Additionally, reimbursement will be made for the use of rental cars, taxi or bus fares, provided such expenses are necessary and reasonable.

Alternate routes which are desirable because of personal affairs of the traveler can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense account that is turned in for reimbursement or for advance in funds request.

11-04. Food and Lodging

Whenever authorized by the City Manager or department head, food and lodging expenses associated with official City business travel shall be reimbursed for actual expenses incurred. Receipts will be required. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the City Manager. It shall be the policy of the City to reimburse for only lodging that is economical and practical.

Exceptions to this may be granted when cheaper hotel rooms are unavailable or where conferences are held in or nearby the hotel. Meal expenses shall be kept within reason and any excessive costs must be justified and receipted.

Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in Section 11-05 hereafter.

11-05. Entertainment

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

11-06. Travel Advances and Reports

Minimum, but sufficient cash advances may be drawn from the City treasury by employees traveling on City business. All unused, unauthorized, or unapproved travel advances shall be returned immediately upon return from the business trip. An expenditure report must be filed with the department head within two (2) working days following the trip. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced. All cash advances and expenditure reports shall be submitted on forms provided for that purpose.

CHAPTER 12

VEHICLE USE POLICY

12-01. City Vehicles and Equipment

To establish credibility, maintain integrity, and develop public trust, driving and overall operation of City vehicles and equipment must be above reproach. Employees are reminded that while operating City vehicles and equipment, employees are more closely scrutinized by the public and are held to higher standards of accountability in vehicle operation practices than the motoring public at large. Furthermore, there are considerable dangers associated with the operation of any vehicles or equipment. Therefore, the following regulations shall govern operations of all City vehicles or equipment that are owned, leased, or rented by the City.

12-02. Traffic Violations

City employees shall exercise due regard for the safety of others while operating City vehicles and equipment, and shall obey all traffic laws, City ordinances, these Regulations, and other applicable laws.

12-03. Operation of City Vehicle and Equipment

A. Generally

1. Employees shall stay alert for other vehicles, pedestrians, and bicyclists, which might unexpectedly enter into the path of the vehicle.
2. Employees shall avoid road hazards such as debris, curbs, potholes, etc.
3. Employees shall operate City vehicles or equipment at reasonable speeds while taking into consideration such things as visibility, road and weather conditions, other traffic, etc.
4. Employees shall operate only vehicles or equipment, which are in safe mechanical condition, including lights on trailers.
5. Employees shall not litter from City vehicles or equipment, including the disposal of soft drink cans, etc.
6. Employees shall ensure that all materials loaded in the back of a pick-up are securely fastened at all times.
7. Employees shall wear a seatbelt at all times while operating or riding in a City vehicle, as required by law.
8. Except for police and fire emergency vehicles, City vehicles and equipment shall be turned off and keys removed when employee(s) leave the vehicle.
9. Employees assigned a City vehicle or equipment that is equipped with beacon lights, shall use such beacon lights as deemed necessary for safety purposes. Employees assigned a City vehicle or equipment that is not

equipped with beacon lights shall exercise due caution when standing, stopping, or parking in a public right-of-way.

10. At no time is the possession or use of alcoholic beverages, pornography and/or illegal drugs permitted in City vehicles.
11. At no time may a City employee operate a City vehicle or piece of equipment under the influence of drugs, alcohol, or any other substance, which affects the employee's ability to operate a motor vehicle.
12. At no time shall smoking or the use of smokeless tobacco be permitted in any City vehicle or while operating motor equipment.

B. Lunch Breaks

Those employees who drive personal vehicles to and from work, but use City vehicles during work hours, shall not be allowed to use City vehicles during their lunch period. The following conditions shall be allowed:

1. A City business lunch engagement,
2. Police and Fire emergency service employees,
3. Performing City business when the lunch period approaches and the distance and time of travel to use their personal vehicle hinders their lunch period, or
4. An employee who is on twenty-four (24) hour call and drives a City vehicle.

C. Breaks shall be taken within the City's corporate limits.

D. Travel Boundaries during Lunch

To enable the City to respond promptly to the needs of the community and citizens, employees driving City vehicles are not allowed to leave the City limits during meal breaks, unless approved by the City Manager.

12-04. Use of Take Home Vehicles

- A. Many City employees shall be driving City vehicles in the course of their duties with the City. Department Heads and certain other key personnel within the City may be permitted to drive City-owned vehicles back and forth to work, based on the position held and duties to be performed. Assignment of take-home vehicles should be limited to those employees whose job duties require them to be on twenty-four (24) hour call and conduct City business on a frequent basis before and after normal working hours (supervisors and department heads). Permission for the assignment of a take-home vehicle shall be granted and authorized by the Department or Head subject to the approval of the City Manager. Any employee assigned a take-home vehicle shall have the additional responsibility of always being available for service when they are off-duty, unless prior arrangements have been made with the employee's Department or Head.

City of Farmersville vehicles and equipment shall be used for official purposes only. **Personal and social uses of any nature, including transporting passengers who are**

not directly involved in official City business, are prohibited. Any exceptions to this rule must be approved in writing by the City Manager.

B. On Call

On occasion, employees, other than supervisors, Department or Heads, and police and fire emergency personnel may be on call after their normal working hours and on weekends. Those employees may be assigned a take-home vehicle for the purpose of responding to City emergencies/duties as required while on call. Employees using a take-home vehicle while on call shall strictly adhere to these Regulations at all times. Employees on call must respond within the time frame established by the Department Head and approved by the City Manager.

C. Care and Condition of Vehicles and Equipment

To prolong the life and properly maintain City vehicles, employees shall ensure that their assigned vehicles have sufficient gas, oil, and other fluids to prevent premature failure, and that all tires are kept properly inflated. Additionally, when an employee suspects an impending mechanical malfunction, the vehicle shall be stopped and the motor turned off. The employee shall then seek advice or assistance from his immediate supervisor for proper continued operation or towing of the vehicle. Vehicles determined to be unsafe for operation shall be taken out of service until proper repairs are made. Any employee using a City vehicle or equipment shall be responsible for the condition of that vehicle or equipment.

1. Responsibility for properly functioning safety equipment and general inspection of City vehicles rests with the individual operator. Employees should inspect their assigned vehicles prior to operation. When vehicle damage is observed or equipment is determined to be missing or unsafe, the employee shall notify his or her supervisor as soon as practical.
2. Employees should strive to keep their assigned vehicle as clean and free of trash as possible. Employees shall remove all trash and litter while fueling the vehicle and prior to turning the vehicle over to another employee.
3. Employees shall secure the spare tire in its proper place and ensure that all other equipment is properly stored and secured.
4. Careless, abusive, negligent, or reckless handling or operation of any City vehicle or equipment by any employee may result in disciplinary action up to and including termination.

12-05. Driving Records

- A. For new employees, the following is a list of UNACCEPTABLE DRIVING VIOLATIONS:
1. Three (3) or more accidents in the last three (3) years; or
 2. One (1) TYPE A VIOLATION in the last three (3) years; or

3. Any combination of accidents and TYPE B VIOLATIONS which equal four (4) or more occurrences in the last three (3) years.
- B. For current employees, the following is a list of UNACCEPTABLE DRIVING VIOLATIONS:
1. Two (2) or more at-fault accidents in the last three (3) years; or
 2. One (1) TYPE A VIOLATION in the last three (3) years; or
 3. Any combination of at-fault accidents and TYPE B VIOLATIONS which equal three (3) or more occurrences in the last three (3) years.
- C. For purposes of this Regulation, three (3) years shall be determined from the date the driver's license record, as provided by the Texas Department of Public Safety.
- D. The following violations are TYPE A VIOLATIONS under this Section:
1. Driving while intoxicated.
 2. Driving under the influence of drugs.
 3. Negligent homicide arising out of the use of a motor vehicle (gross negligence).
 4. Using a motor vehicle for commission of a felony.
 5. Aggravated assault with a motor vehicle.
 6. Operating a motor vehicle without owner's authority.
 7. Reckless driving.
 8. Hit and Run (Bodily Injury and/or Property Damage) driving.
- E. All moving violations not listed or identified as Type A Violations are TYPE B VIOLATIONS under this Section.
- F. Any violation of these Regulations is subject to disciplinary action up to and including termination of employment.

CHAPTER 13

CONTROLLED SUBSTANCE AND ALCOHOL ABUSE AND TESTING POLICY

13-01. Scope and Purposes of Policies

It is the policy of the City to provide a work environment which is free from the use, consumption, sale, distribution or possession of controlled substances or alcohol in the workplace. The specific purpose of the policy is to outline the methods for maintaining a work environment free from the effects of controlled substances and alcohol.

This policy applies to all applicants for employment in all City departments and all current employees. These policies and procedures are intended to assist with the compliance with the Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 382 and 49 CFR Part 40. However, the City reserves the right to go above and beyond the Department of Transportation's drug and alcohol testing regulations.

13-02. Reservations of Rights

The City reserves the right to interpret, change, rescind or depart from this policy in whole or in part without notice. Nothing contained in this policy shall be construed as creating or constituting a contract with any employee, whether expressed or implied.

13-03. Definitions

Alcohol - means alcohol, or any beverage, containing more than one-half of one percent of alcohol by volume which is capable of use for beverage purposes, either alone or when diluted.

Alcohol Abuse- means use of alcohol in any quantity during working time or reporting for work under the influence of alcohol.

Alcohol Testing - means testing for the presence of alcohol by a breathalyzer instrument device, urinalysis, or a blood sample analysis.

City Property - means all City buildings and adjacent land, parking lots, all other City-owned land and City vehicles.

Department Head - shall also include any person designated by the department head to take any action necessary under this policy in the absence of the department head.

Controlled substances or Drugs - includes, but is not limited to, marijuana, hashish, cocaine, heroin, morphine, codeine opiates, phencyclidine, amphetamines, inhalants, barbiturates and hallucinates.

Drug Testing - means the testing for the presence of controlled substances or drugs by a urine or blood sample by qualified medical personnel and laboratory analysis of that sample.

Employee - means an individual employed by the City in a full time, part time, seasonal or

temporary position.

Motorized Equipment - means equipment powered by a motor, including tools.

Personal Possession – Includes on the person, in a tool box, desk, vehicle, etc.

Proper Medical Authorization - means a prescription or their written approval from a physician, for the use of a drug in the course of medical treatment.

Reasonable Suspicion - means a conclusion based on personal observation of a specific instance, or instances, of employee conduct on or off duty, which shall be confirmed in a sworn (notarized) statement. On duty observation must be corroborated and documented in writing that an employee is unable to satisfactorily perform his or her job duties due to the use of controlled substances or alcohol. Such inability to perform may include, but is not limited to, a drop in the employees' performance level or an indication of impaired judgment, reasoning, and level of attention, behavioral change, or decreased ability of the senses.

Safety Sensitive Position - means a job where an employee's use of drugs or alcohol could render the employee unfit to perform assigned duties and could create a safety hazard to the employee, other employees, citizens or damage to property. For these purposes, any employee who drives or operates a City vehicle or other motorized equipment shall be considered to be employed in a safety sensitive position.

Substance Abuse - is exemplified by, but not limited to, the following:

- (1) Ingestion, inhalation or injection of a controlled substance during work hours or when in a City vehicle or on City property.
- (2) Ingestion of alcohol during work hours or when in a City vehicle or on City property.
- (3) Ingestion, inhalation or injection of a controlled substance or alcohol during non-working hours which causes an employee to be unable to work in a safe manner during working hours.
- (4) Use of prescription or over-the-counter medication in a manner in which it was not intended.

Tampering with a urine specimen - includes, but is not limited to, diluting the specimen with water, adding any other substance to the specimen, or substituting urine. Possession of a urine sample when an employee or applicant reports to the laboratory, shall constitute tampering.

Testing - includes testing by urinalysis, hair testing, intoxilyzer or blood testing, or any other recognized testing method.

Under the influence or Impaired - is defined as abnormal behavior during working hours which results from indulging, in any degree, in alcohol or in any controlled substance or other drug including prescription or over-the-counter medication which, to any degree, may

limit an employee's ability to safely and efficiently perform his or her duties or poses a threat to the safety of the employee, other employees, citizens or property.

13-04. Administrative Authority

The City Manager is authorized to develop, administer and modify testing procedures for drug and alcohol testing.

(a) The City will provide a copy of this policy (as part of this manual) to each employee currently employed and subsequently hired or transferred into a position involving the driving of a City vehicle or motorized equipment. Each employee will be required to sign a statement certifying receipt of this policy.

(b) All department heads and supervisors are responsible for recognizing and documenting the reasonable suspicion of controlled substance or alcohol use by employees, which may be indicated by poor performance, and for carrying out the provisions of this policy. Failure of a department head to carry out the requirements of this policy may lead to disciplinary action, up to and including termination.

13-05. Alcohol and Controlled Substance Abuse

The use, sale, or personal possession of controlled substances or alcohol, at any time, while on duty or on City property is a dischargeable offense.

Employees taking prescription or non-prescription drugs must report this use to the department head, when the use of such drugs is likely to affect the worker's ability to perform assigned duties. It is the employee's responsibility to ascertain from his or her physician whether the prescription drug can or is likely to have adverse impact on the employee's performance of his or her duties. This policy is intended to protect the safety of each employee and his or her co-workers, property and the public. Employees failing to follow this policy may be subject to disciplinary action up to, and including, termination. Any information received from an employee under this policy will be kept confidential except to the extent it may be shared with individuals who are in a "need to know" position, such as the immediate supervisor, or as required by state or federal law.

Any use of controlled substances and alcohol abuse that has an adverse affect on the employee's performance or that could jeopardize the safety of others, City equipment or the City's relations with the public, will be a violation of this policy and the employee may be subject to disciplinary action, up to and including termination.

No employee who is required to drive any City vehicle or motorized equipment shall consume alcohol during the eight (8) hours before driving such vehicle or equipment. The employee may be subject to disciplinary action, up to and including termination, for violating this policy.

No employee shall report to work with the odor of alcohol on his or her breath. The employee may be subject to disciplinary action up to and including termination for violating this policy.

13-05. Employee's Responsibilities

Employees in need of assistance, in relation to controlled substance or alcohol abuse, are encouraged to explore the use of leave time and medical benefits in obtaining assistance through public and private referral agencies specializing in chemical dependency before the problem affects their job.

Employees scheduled to be on call are expected to be fit for duty upon reporting to work. An employee scheduled to be on-call is subject to the provisions in this policy.

An employee not scheduled to be on call that is called out and is under the influence of legally prescribed drugs or who is impaired by alcohol must so advise his or her supervisor and will not be required to report to work. An employee, who is called out and who reports to work, but fails to notify his or her supervisor that he or she is under the influence or impaired may be subject to disciplinary action, up to and including termination.

An employee shall not consume any alcohol for at least eight (8) hours following any accident or until he or she undergoes post-accident testing. An employee who consumes any alcohol prior to eight (8) hours following this accident or until a post-accident test has been administered may be subject to disciplinary action, up to and including termination, if such person tests above the allowable alcohol limits.

13-07. Conditions Applicable to all Testing

The department head or Personnel Office will arrange for drug screenings with a certified laboratory.

A urine sample will normally be given to test for the presence of controlled substances or alcohol. However, breathe testing for alcohol may also be used. Also, other acceptable testing methods (e.g., blood samples) determined by the City Manager may be ordered.

Any person who tampers with, or attempts to tamper with, a urine/blood specimen or breathe test in any manner shall be disqualified from employment with the City and shall be barred from any future consideration for employment with the City or, if currently employed by the City, shall be subject to disciplinary action, up to and including termination.

Prescription or over-the-counter drugs taken by the person to be tested will not be considered if the drug affects the testing, unless the use of such drugs, in the judgment of a qualified medical person, would be potentially harmful to the safety of the person being tested, or others.

All positive urine samples will be confirmed by the use of the gas chromatography/mass spectrometry (GC/MS) method. The additional testing (GC/MS) will be at the City's expense. Any question relating to alcohol and drug testing will be referred to the City Manager.

13-08. Pre-Employment Testing

All persons offered positions with the City may be required to submit to a drug and/or alcohol test.

Prior to the test, all applicants shall be required to sign a written consent form authorizing a

urine or breath test for the presence of controlled substances and alcohol. A job applicant refusing to sign a requested consent form will not be considered for employment.

Test results shall be sent marked "Personal and Confidential" to the City Manager or his or her designee, and shall be treated in a highly confidential manner. An applicant shall not be placed on the City payroll or otherwise allowed to report for work until negative test results have been received by the City Manager.

In the case of positive test results, disclosure of the results shall be made to the applicant by the City Manager. The applicant shall be told by the City Manager that he or she is disqualified for employment with the City for an one-year period, and to be reconsidered, must submit evidence of successful completion of a rehabilitation program.

13-09. Post-Accident Testing

Drug/alcohol testing may be required of employees following motor vehicle or motorized equipment accidents involving City owned vehicles or equipment in any of the following circumstances:

- (1) When a City vehicle or motorized equipment or other City property is involved;
- (2) when a City driver, while operating a City vehicle or motorized equipment, receives a citation under state or local law for a moving traffic violation arising from an accident;
- (3) Alcohol testing must administered within two (2) hours of the accident and in no event more than eight (8) hours after the accident. Drug tests must be administered within eight (8) hours after the accident and in no event more than thirty-two (32) hours after the accident. If this deadline for alcohol or drug tests cannot be administered, such test shall not then be conducted.
- (4) The supervisor or a designated person not involved in the accident shall take the employee off the worksite and drive him or her to the City-approved laboratory for the alcohol and drug test. Under no circumstances will the employee be allowed to drive to the testing facility. (If an employee is seriously injured or unconscious he or she will be taken to a hospital for treatment. The first consideration will be the health and welfare of the employee. In such case, a urine or blood test will be given at the hospital laboratory, if possible.)
- (5) If the employee, in the judgment of the treating physician, exhibits physical and/or emotional impairments such that his or her safety or the safety of others could be in jeopardy if the employee returned to work, the employee shall not be allowed to return to work. In that situation, after being tested, the employee will be driven home by the supervisor or other designated person. The employee shall not be allowed to drive home.
- (6) Refusal to submit to a post-accident drug or alcohol test will be grounds for disciplinary action, up to and including termination.
- (7) After a finding of reasonable suspicion, an employee tested for controlled

substances or alcohol under the post-accident testing provision may be placed on leave with pay until the results of the test are received.

(8) An investigation surrounding the circumstances of the accident leading to a drug or alcohol test will automatically be conducted by the department head and/or City Manager.

13-10. Random Testing

All current employees who drive a City vehicle or motorized equipment shall be selected for testing on an unannounced, random basis using a valid random selection generated by an approved laboratory. Also, the City may require all other current employees to be subject to random testing. At a minimum, at least 25% of the drivers must be selected annually on a random basis for alcohol testing and at least 50% for drug testing.

Employees selected for testing shall report to the lab as soon as possible but not later than eight (8) hours after the employee is notified to appear, unless extenuating circumstances exist. If such circumstances exist beyond the employee's control, and it is not possible for him or her to appear for testing within the time allowed, the City Manager shall immediately be advised and the employee's inability to appear.

If the name of an employee who is not on duty, or who is unable to report for testing the name of that employee shall be retained by the City Manager in a confidential manner until the employee can be notified immediately upon his or her return to duty to report to the lab as soon as possible, but not later than eight (8) hours after return to duty.

13-11. Reasonable Suspicion Testing

All employees suspected of controlled substance use or alcohol abuse will be required to provide a urine or blood sample for testing or to submit to a breath test if only alcohol use is suspected.

The department head and/or the supervisors will document the exact reasons why he or she suspects that a certain employee has violated the controlled substances and alcohol abuse policy, including the symptoms exhibited by the employee, the actions of the employee, statements from other employees or third parties, and other evidence which tends to establish a reasonable suspicion of controlled substance use or alcohol abuse.

When it has been determined that reasonable suspicion exists and the employee should be tested, that decision must be approved by the City Manager. In the event that these individuals are inaccessible within a reasonable period of time, the City Manager is authorized to require the employee to submit to a drug or alcohol test.

Prior to such testing, the employee will be required to sign a form consenting to testing. Failure or refusal to sign the consent form or to submit to testing may result in disciplinary action, up to and including termination.

The Supervisor or a designated person will drive the employee to the testing facility and shall stay with the employee being tested and shall drive him or her back to work or home.

An employee tested for controlled substances or alcohol under the reasonable suspicion standard will be placed on leave of absence with pay until the results of the test are received.

All department heads and supervisors will prepare statements to be filed with the City Manager describing the circumstances and conditions used as a basis for the required testing. These documents shall be placed in the employee's personnel file.

13-12. City Approved Laboratory

The City will select a certified laboratory which follows chain of custody procedures in conducting and preserving the tests required under this policy. The laboratory will report each test result to the City Manager or his or her designee of the results.

An employee who does not pass the drug or alcohol test may request that the original urine or blood sample be analyzed again. An employee requesting a retest must submit a written request within two days of the employee's notification of the test result.

An employee making a request for a retest will be required to pay the cost of the additional analysis and all costs associated with the transfer of the specimen to another certified, qualified laboratory, including shipping and handling. If the request results in the employee passing the drug or alcohol test, the City will reimburse the employee for laboratory expenses.

13-13. Confidentiality of Testing

The following procedures will be used to assure that records relating to the drug and alcohol testing process are kept confidential.

- (a) Test results and other written materials concerning a particular drug test will be sealed and kept in the employee's official personnel file.
- (b) No test results may be released except to the City Manager, state, federal and law enforcement agencies as required by law.
- (c) Personnel staff who is authorized to have access to drug test results will maintain complete confidentiality. Breach of confidentiality relating to drug test results, or any other personnel related matter, will subject the employee to disciplinary action, up to and including termination.

13-14. Rehabilitation and Employee Assistance Program

Employees who test positive for controlled substances, drugs, or alcohol may be permitted an opportunity to enter a rehabilitation program at the sole discretion of the City. If the City decides to continue the employment of the employee, the City may require the employee to participate in a rehabilitation program as a condition of continued employment.

(Any employee who has completed a rehabilitation program must remain alcohol and drug free. Any relapse by an employee will be a violation of this policy and the employee may be subject to disciplinary action, up to and including termination.

Employees who are involved in rehabilitation and are able to report for work may do so

under the following conditions:

- (1) An employee may resume regular duties only after the employee tests negative for a drug or alcohol test and can provide a release to return to work from an appropriate substance abuse treatment facility or confirmation of continued and on-going participation in a recognized substance abuse assistance program.
- (2) An employee will be required to submit to unannounced drug and alcohol testing up to sixty (60) months after resuming duties.

13-15. Special Exemptions

Any police officer who is required to be in possession of alcohol, controlled substances or drugs in the course and scope of their employment will be exempt from the provisions of this policy pertaining to possession of alcohol and/or drugs. Specific guidelines will be established by Police Department internal operating procedures.

13-16. Employee Drug Convictions

Any employee convicted of a violation of a criminal drug statute must notify the City of such conviction within five (5) days of the conviction occurring. If an employee fails to report such conviction, the employee will be subject to disciplinary action, up to and including termination.

13-17. Employee Search Policy

The City reserves the right to search for illegal drugs and alcohol, without employee consent, all areas and property in which the City maintains full control. All City vehicles and equipment are subject to search by appropriate management personnel. Warrants will be obtained should it become necessary to search areas beyond the City's immediate control. Managers and supervisors shall not physically search employees.

Managers and supervisors shall not confiscate drugs or medications from an employee who has a current, valid prescription in the employee's name.

13-18. Forms and Record Keeping

All forms and retention requirements for records as promulgated by the Federal Highway Administration and the Department of Transportation pursuant to the Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 382, and 49 CFR Part 40 are hereby adopted and made a part hereof as if they had been fully set out at length herein.

CHAPTER 14

MISCELLANEOUS PROVISIONS

14-01. Property Control

Department heads shall insure that property under their control is properly safeguarded, accounted for, and administered. The accounting clerk shall maintain or delegate the maintenance of an up-to-date inventory of all City property. All acquisitions, disposals, or transfers of property shall be reported to the accounting clerk or the designated representative.

Postage, stationery, office supplies, tools, vehicles, and equipment purchased and owned by the City are to be used only in the conduct of City business. No City employee shall use these items in the conduct of his or her personal affairs without prior approval.

Employees shall only utilize City reproduction copiers for City business unless making restitution for said use in accordance with established guidelines and procedures.

14-02. Utilities

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

14-03. Purchases

No purchases shall be made in the name of the City by any employee except by following the procedures outlined in the City purchase order system or as approved by the City Manager.

14-04. Safety

Department heads shall be responsible for preparing and promulgating safety procedures applicable to all personnel and operations under their control. Each employee is required to adhere to all safety procedures set forth by the City, the state, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate department heads and to inform their supervisor of any on-the-job injury or accident.

14-05. Telephone Usage

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

14-06. News Releases

All news releases will be made by the City Manager or his designated representative.

14-07. Use of City Equipment and Facilities for Private Use

The use of City equipment and facilities for private use are prohibited. Under no circumstances shall City equipment or facilities be loaned or rented.

14-08. Professional Membership and Subscriptions

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

14-09. Unauthorized or Improper Use of Official Badge or Uniform

No official or employee whose duties involve the use of a badge, card, uniform or clothing insignia as evidence of authority or for identification purposes shall permit such badge, card, uniform, or insignia to be used or worn by another person who is not authorized to use or wear same, nor permit same to be out of his or her possession without good cause or approval of the department head. Such badge, card, uniform or insignia shall be used only in the performance of the official duties of the position to which they relate or as may be otherwise approved by the department head.

CHAPTER 15

CREDIT CARD POLICY

15-01. Purpose

The City of Farmersville Credit Card program is used for purchases related to City business and City travel. The Credit Card program provides an efficient, cost effective method of purchasing and paying. The purpose of this policy is to:

- 1) Ensure the use of the Credit Card is in accordance with purchasing policies and procedures.
- 2) Ensure transactions are for authorized purposes through the establishment, utilization and auditing of appropriate internal controls.
- 3) Ensure the City bears no legal liability from inappropriate use.

15-02. General Administration

This policy will be applicable to those permanent full-time and permanent part-time employees authorized to use Credit Cards to purchase goods and services and to those responsible for the appropriate use and documentation of credit card transactions as approved by the City Manager. All purchasing transactions by the City of Farmersville employees shall be made in strict accordance with all internal policies and procedures and current State and Federal law.

15-03. Program Administration Responsibilities

The City's Finance Department is responsible for the integrity and management of the Credit Card system and, as such, may request a full audit of any cardholder's account. The Finance Director shall pay for all goods and services within 30 days or by the terms of the agreement.

15-04. Managing Supervisors Responsibilities

- 1) Ensure compliance with the provisions of the policies and procedures related to use and administration of credit cards.
- 2) Administer appropriate employee disciplinary measures when policies and/or procedures are violated.
- 3) Supervisors are responsible for their employee's credit card activities and transactions.
- 4) Each member of management is responsible for initiating preventative measures and being familiar with and alert for the types of improprieties that might occur within their area of responsibility.

15-05. Department Purchasing Coordinator

The Department Purchasing Coordinator (if applicable) is the central documentation center point for each department. Each Department Purchasing Coordinator is responsible for:

- Correct appropriation of the department's funds
- Helping cardholders follow the guidelines
- Inform cardholders that sound purchasing practices are required in the best interest of the City.
- Identifying the correct budget code for the expenditure which most appropriately reflects the type of expenditure being made. If a budget code does not exist in the budget, the Department Purchasing Coordinator shall contact the Finance Director to request the appropriate coding.

15-06. Cardholder Responsibilities

- 1) Each cardholder is expected to conduct business associated with each card purchase with integrity and accountability. Each employee is accountable for the City's property, money and good name.
- 2) Follow procurement and payment guidelines
- 3) Maintain the security of the card at all times. Use of the credit card and any associated security codes is limited to ONLY the person whose name appears on the face of the card. UNDER NO CIRCUMSTANCES SHOULD A CARD BE LENT TO ANOTHER PERSON or associated security codes be given to an unauthorized individual. This type of conduct could be considered grounds for immediate termination.
- 4) The cardholder is responsible to procure for the City the highest quality in goods and services at the least expense to the City and is obligated to question specifications and/or requirements in order that the best interests of the City are served.
- 5) Refrain from any type of fraud including forgery; alteration of a document; theft; misappropriation of funds, securities, supplies or other assets; and impropriety in the handling or reporting of financial transactions.
- 6) Each cardholder will refrain from any type of waste to include unnecessary purchases.

- 7) Each cardholder will be held liable for any type of abuse whether intentional, wrongful or improper use of resources.

15-07. Inappropriate Purchases and Prohibited Expenditures

Improper use of the card shall be considered a misappropriation of City funds and may result in 1) disciplinary action, up to and including termination; 2) legal action seeking the recovery of misappropriated funds; and 3) criminal prosecution.

Prohibited expenditure items are specifically prohibited including the following:

- a) Payments to employees of cash, money orders, gift certificates, or any other type of cash equivalent transaction.
- b) Payments to employees for time off work not specifically authorized.
- c) Any item that is of personal benefit or not related to the performance of assigned responsibilities.
- d) Any item that is not consistent with the policies and procedures of the City of Farmersville.
- e) Any item that does not benefit the City of Farmersville.

CHAPTER 16

UNIFORM POLICY

16-01. Uniforms for Electric Department Personnel

All Farmersville Electric personnel shall wear approved uniforms while on duty for regular shifts, overtime, standby response, or callout situations as outlined below. Farmersville Electric personnel uniforms also meet the requirements listed in the Employee Safety Requirements noted below. Uniforms, except for safety boots, shall be provided by the City of Farmersville. Uniforms shall consist of:

- A. Field Personnel Clothing – City issue Arc Rated (AR) shirt and AR pants/blue jeans shall be worn. Any seasonal clothing such as cover-alls, overalls, and coats must also be AR.

Short sleeve shirts may be worn in appropriate conditions. Only the current uniform issued and approved by the Farmersville Electric will be permitted.

Clothing containing excessive conductive material such as large belt buckles and metal snaps on shirts shall not be worn around mechanical or energized equipment.

Public Works Clothing-City issued shirts and pants shall be worn.

All uniforms must consist of approved City Logo. Any modifications made to the City logo must be approved by City Manager.

- B. Hat – An AR hat with visor (baseball cap style) may be worn by each employee as approved by Farmersville Public Works.
- C. Office Personnel Clothing – Field Personnel rated clothing shall be worn when in the field around energized equipment, otherwise clothing deemed appropriate for City of Farmersville office work may be worn.
- D. Footwear – Footwear must be hard toed safety boots with heavy-duty soles or climbing boots approved by Farmersville Electric. Climbing boots are considered personal tools but must meet Farmersville Electric requirements for footwear. Appropriate footwear must be worn during all working hours.

No tennis or other like footwear will be allowed as working shoes unless required for medical reasons. Tennis shoes or other type footwear may be worn to work but must be changed prior to beginning work each workday and shall not be worn while on duty.

The City of Farmersville will fund \$250 per calendar year per Farmersville Electric and Public Works employee as a personal work boot allowance.

Footwear worn while climbing ladders, towers, etc. shall have a defined heel or slip-resistant soles. Footwear used with climbers shall be constructed in such a manner as to prevent the climber from slipping off the heel.

Tennis shoes, athletic shoes and sandals are prohibited except in offices.

Rubber boots or rubber overshoes should be worn when working in fresh concrete, water, or deep mud. The City of Farmersville will fund rubber boots for employees.

16-02 Employee Safety Equipment Requirements

City of Farmersville employees shall wear safety equipment suitable for the job being done and weather conditions. Safety equipment shall be provided by the City of Farmersville.

- A. Eye/Face Protection – Proper eye protection, meeting ANSI-Z87.1 standards and suitable for the work being performed shall be worn.

Safety goggles or a face shield is required when performing work such as braking concrete, chipping, chiseling, drilling or similar work.

Face shields shall be worn when handling acids or caustics where there is a possibility of splashing and when connecting or disconnecting wet cell batteries.

Where any of the above hazards are severe, face shields shall be worn over goggles for extra protection.

Employees should not wear contact lenses in areas where extremely dusty conditions exist or where chemicals are being used. Employees who must wear contact lenses in these areas shall also wear approved safety eyewear.

- B. Head Protection – Only Class “B” hard hats meeting ANSI (ANSI-Z87.1) and EEL specifications for dielectric strength and impact resistance shall be allowed. Hard hats shall not be altered in any manner that would affect the dielectric strength or impact resistance. Hard hats shall be worn anytime work is performed overhead or risk of injury from objects overhead exist.
- C. High Visibility Vest – Proper street safety vests or clothing, meeting ANSI-207 standards shall be worn by employees performing work in a street environment.
- D. Gloves – Suitable work gloves shall be worn where there is likelihood of hand injury.
- E. Hearing Protection – Employees shall wear approved hearing protection meeting OSHA Standard 29 CFR 1910.95 when near machinery or equipment that emits a noise level in excess of 85 DBA (Decibels “A” scale), such as chainsaws, air-hammers, wood chippers, certain trenchers, tractors, hole diggers, emergency generators or when high voltage circuit breakers are operated.
- F. Respiratory Protective Equipment – Respiratory Protective Equipment is used to

protect employees from occupational air borne contaminants and oxygen deficient atmospheres. This equipment shall be used when employees must work in these atmospheres and when effective engineering control measures are not feasible or while they are being instituted or evaluated.

The purpose of this section is to provide information on the selection and maintenance of respiratory equipment and the training of personnel in the use of proper respiratory equipment to safeguard each employee.

While there are many types of respiratory protective devices available, it is important that the selection is made with care to ensure that the proper protection is provided. Only equipment approved by the National Institute for Occupational Safety and Health (NIOSH) shall be utilized.

Employees shall not be assigned jobs requiring the use of respirators unless it has been determined that they are physically able to perform the work while using respiratory equipment.

Employees who may be required to wear a respirator shall be tested annually to determine if they are physically able to wear a respirator. These tests will be conducted by trained individuals. Employees shall also be respirator fit-tested by a qualified person on at least an annual basis.

Respiratory protective equipment does nothing to reduce the hazard in the atmosphere. If the device fails to provide protection, the employee will be exposed to the hazard.

Agenda Section	Regular Agenda
Section Number	VII.B
Subject	Consider, discuss and act upon the assignment of Council liaisons to City boards and commissions.
To	Mayor and Council Members
From	Ben White, City Manager
Date	May 26, 2020
Attachment(s)	Board liaison sheet
Related Link(s)	http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.php
Consideration and Discussion	City Council discussion as required
Action	<ul style="list-style-type: none"> • Motion/second/vote <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Approve with Updates <input type="checkbox"/> Disapprove • Motion/second/vote to continue to a later date. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Move item to another agenda. _____ • No motion, no action

City Council Liaisons

Current Positions (2019-2020)	
Councilmember	Board/Commission
Mayor Rice	---
Mike Hurst	FEDC (4A)
Craig Overstreet	Planning & Zoning
Jim Hemby	City Amenities
Dwain Mathers	FCDC (4B)
Donny Mason	Building & Property Standards; Main Street

New Positions (2020-2021)	
Councilmember	Board/Commission
Mayor Wiebold	
Mike Henry	
Craig Overstreet	
Dwain Mathers	
Jim Hemby	
Terry Williams	

Boards and Commissions:

FEDC (4A)

TIRZ

FCDC (4B)

City Amenities Board

Main Street Board

Planning & Zoning Commission

Building & Property Standards

Agenda Section	Regular Agenda
Section Number	VII.C
Subject	Consider, discuss and act upon appointing new members to City boards.
To	Mayor and Council Members
From	Ben White, City Manager
Date	May 26, 2020
Attachment(s)	<ul style="list-style-type: none"> • Board Excel spreadsheet showing vacancies • Board Applications
Related Link(s)	http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.php
Consideration and Discussion	City Council discussion as required.
Action	<ul style="list-style-type: none"> • Motion/second/vote <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Motion/second/vote to continue to a later date. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Move item to another agenda. _____ • No motion, no action

Economic Development Corporation (4A) (Council Liaison: Mike Hurst) (Staff Liaison: Daphne Hamilton) 2 members must live in City/3 members can be non-residents or have significant investment in City for more than 1 yr. 2 Terms - 3yrs each	Community Development Corporation (4B) (Council Liaison: Dwain Mathers) (Staff Liaison: Vacant) All members must live in FID 2 Terms - 2 yr each	Building & Property Standards (Council Liaison: Donny Mason) (Staff Liaison: Sandra Green) All members must live in City or own real property in City 2 Terms - 3 yr each 4 members for quorum	Capital Improvement Advisory Commission / Planning & Zoning Commission (Council Liaison: Craig Overstreet) (Staff Liaison: Sandra Green) All members must live in City 2 Terms - 3 yr each	Main Street (Council Liaison: Donny Mason) (Staff Liaison: Vacant) All members must be City residents OR FID OR have business in Main Street District 1 Term - 3 yr ea	City Amenities Board (Council Liaison: Jim Hemby) (Staff Liaison: Paula Jackson) Must comprise of 7 members; All members must live within FID for at least 1 year preceding appoint; 2 members can live outside city limits 2 Terms - 3 yr ea	City Council 6 elected members Must live within city limits 2 yr Term	Tax Incremental Reinvestment Zone (TIRZ) (Staff Liaison: Paula Jackson) 2 year terms
--	--	---	--	--	---	--	--

EXISTING BOARD MEMBERS

Bob Collins 1st Term 5/18 - 5/21 (FID)	Tobey Ferguson, Vice-President 2nd Term 5/19 - 5/21 (FID)	Tracy Foltz 1st Term 5/17 - 5/20 (City)	Lance Hudson, Vice-Chairman 1st Term 5/17 - 5/20 (City)	Doris Cooks, President 1st Term 5/17 - 5/20 (FID) & (Building Owner)	Suzie Grusendorf 2nd Term 5/18 - 5/21 (FID)	Bryon Wiebold, Mayor 1st Term 5/20 - 5/22	Bob Collins
Jason Larue, Chairman 2nd Term 5/18 - 5/21 (City)	Blake Mounger 1st Term 5/19 - 5/21 (FID)	Chris Calverley, Chairman 1st Term 5/18 - 5/21 (City)	Brian Brazil 1st Term 5/18 - 5/21 (City)	Cilford James Moss, Secretary 1st Term 5/18 - 5/21 (FID)	Charlotte Holloway Term 5/19 - 5/22 (City)	Craig Overstreet, Place 1 Treasurer 2nd Term 5/19 - 5/21	Tommy Ellison
Diane Pivko 1st Term 5/18 - 5/21 (City)	Sherry McGuire, President 1st Term 5/18 - 5/20 (City)	Janice Powell 1st Term 5/18 - 5/21 (City)	Rachel Crist, Secretary 1st Term 5/18 - 5/21 (City)	Billie Goldstein 1st Term 5/18 - 5/21 (FID)	Cathy Strong 1st Term 5/17 - 5/20 (City)	Terry Williams, Place 2 1st Term 5/20 - 5/22	Craig Overstreet
Randy Smith 2nd Term 5/19 - 5/22 (City)	Alice Bridges 1st Term 5/18 - 5/20 (City)	Tiffany Hesse 2nd Term 5/19 - 5/22 (City)	Luke Ingram 1st Term 3/17 - 5/20 (City)	Diane Pivko, Treasurer 1st Term 5/18 - 5/21 (City/Business Owner)	John Hollis Young 2nd Term 5/19 - 5/22 (City)	Jim Hemby 1st Term 5/19 - 5/21	
Robbie Telford 2nd Term 5/19 - 5/22 (FID)	Jesse Nelson 2nd Term 5/19 - 5/21 (FID)	James Riley II 1st Term 5/17 - 5/20 (City)	John Klostermann 1st Term 5/19 - 5/22 (City)	Jennifer Jiles, Vice President 1st Term 5/17 - 5/20 (FID/Business Owner)	Marlyn Hoyt 2nd Term 5/18 - 5/21 (City)	Mike Henry, Place 4 1st Term 5/20 - 5/22	
	Todd Rolan 1st Term 5/19 - 5/21 (City)	Alternate:	Leaca Caspari 1st Term 5/19 - 5/22 (City)	Allison Mathers 1st Term 5/19 - 5/22 (City/Business Owner)	Miranda Martin, Chairman 1st Term 5/17 - 5/20 (FID)	Dwain Mathers, Place 5 Mayor Pro Tem Term 5/19 - 5/21	1st
	Richard Holbrook, Secretary/Treasurer 1st Term 5/18 - 5/20 (City)	Alternate:	Michael Hesse, Chairman 1st Term 5/19 - 5/22 (City)	Katherine Hershey 1st Term 5/19-5/22 (City)	Hedane Holbrook 1st Term 5/17 - 5/20 (City)		

Our Board

George Cump	NTMWD
Vacant	
Teroma Housing Partners	
John Kobermann	
North East Texas Trails	
(NETT) Board	

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: J. Robert (Bob) Collins Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 35 yrs, not inside City Limit
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: University Faculty Employer: Texas A&M University, Commerce

State details of previous experience on any City Boards or Commissions (in any City):

TIRZ Board, EDC Board, Collin College Board, Plano City Council, Plano P&Z, CC CAD Board

List memberships in any civic organizations:

Farmersville Rotary Club

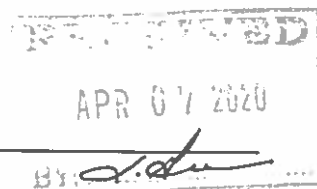
In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- _____ Building and Property Standards Commission
- _____ Farmersville Community Development Corporation Board (4B)
- 1 Farmersville Economic Development Corporation Board (4A)
- _____ City Amenities Board
- _____ Main Street Board
- _____ Planning and Zoning Commission
- _____ Texoma Housing Partners Board
- _____ North Texas Municipal Water District (NTMWD) Board
- _____ North East Texas Trails (NETT) Board
- 1 TIRZ Board

Signature: Bob Collins

Date: 4.7.2020



Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: CRIG OVERSTREET Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: same as above Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 27 YRS
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: banker Employer: Texas Republic Bank, Frisco

State details of previous experience on any City Boards or Commissions (in any City):

P+Z, City Council, 4(a), TIRZ

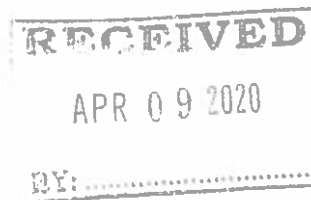
List memberships in any civic organizations:

Rotary Club

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☐ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board
- 1 ☐ TIRZ Board



Signature: Craig Overstreet

Date: 4/9/2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: R EUSE ROBITT Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: same Email Address: _____

Are you a Farmersville resident? Please circle Yes or No If Yes, how long? 3 yrs

Are you a registered voter? Please circle Yes or No

Are you in the Farmersville Independent School District? Please circle Yes or No

Occupation: Risk Management, MCA Foundations Employer: Citi Group
Preville USA (Crafty Pervilleus Enterprises, LLC) Owner.

State details of previous experience on any City Boards or Commissions (in any City):

None.

List memberships in any civic organizations:

None except Chamber of Commerce

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- 4 Building and Property Standards Commission
- 2 Farmersville Community Development Corporation Board (4B)
- 1 Farmersville Economic Development Corporation Board (4A)
- 3 City Amenities Board
- 9 Main Street Board
- 5 Planning and Zoning Commission
- 6 Texoma Housing Partners Board
- 8 North Texas Municipal Water District (NTMWD) Board
- 7 North East Texas Trails (NETT) Board

Signature: _____

Date: 22 Apr 2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a position.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: George Crump Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 48 yrs
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: President Employer: Crump & Associates

State details of previous experience on any City Boards or Commissions (in any City):

Council - 2 yrs, Mayor - 14 yrs, 4A, 4B, P&Z Chairman
North Texas Municipal Water District Board -

List memberships in any civic organizations:

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☐ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☒ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board

Signature: George Crump

Date: 2/1/2000

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: JOE HENBERGER Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle Yes or No If Yes, how long? SINCE 1991
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: CIVIL ENGINEER Employer: KIMLEY-HORN & ASSOCIATES

State details of previous experience on any City Boards or Commissions (in any City):

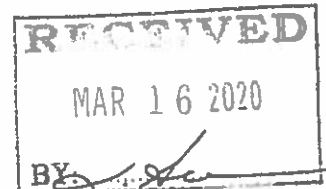
ASD TRUSTEE - 10 YEARS / MAYOR, CITY OF FARMERSVILLE - 10 YEARS
EDC BOARD - NUMEROUS TERMS

List memberships in any civic organizations:

DIRECTOR, CHAMBER OF COMMERCE / PRESIDENT-ELECT, WYLLIE ROTARY CLUB
MAIN STREET VOLUNTEER FOR YEARS / FARMERSVILLE ROTARY CLUB
In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- 4 Building and Property Standards Commission
- 3 Farmersville Community Development Corporation Board (4B)
- 2 Farmersville Economic Development Corporation Board (4A)
- 5 City Amenities Board
- 6 Main Street Board
- 1 Planning and Zoning Commission
- 8 Texoma Housing Partners Board
- 9 North Texas Municipal Water District (NTMWD) Board
- 7 North East Texas Trails (NETT) Board



Signature: [signature]

Date: 03.16.2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Lance Hudson Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: Same as Home Email Address: _____
Are you a Farmersville resident? Please circle: (Yes) or No If Yes, how long? 6 years
Are you a registered voter? Please circle: (Yes) or No
Are you in the Farmersville Independent School District? Please circle: (Yes) or No
Occupation: SELF (General Contractor) Employer: Self

State details of previous experience on any City Boards or Commissions (in any City):

P&Z FOR 2.5k years

List memberships in any civic organizations:

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- 3
2
1
- ☒ Building and Property Standards Commission
 - ☒ Farmersville Community Development Corporation Board (4B)
 - ☒ Farmersville Economic Development Corporation Board (4A)
 - ☐ City Amenities Board
 - ☐ Main Street Board
 - ☒ Planning and Zoning Commission
 - ☐ Texoma Housing Partners Board
 - ☐ North Texas Municipal Water District (NTMWD) Board
 - ☐ North East Texas Trails (NETT) Board

Signature: [Signature]

Date: 4-20-2020

Please return your application to: City of Farmersville, Attention City Secretary, 200 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: MATT CROWDER

Home Phone: _____

Home Address: _____

Work Phone: _____

Cell Phone: _____

Mailing Address: SAME AS ABOVE

Email Address: _____

Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 7 years

Are you a registered voter? Please circle: Yes or No

Are you in the Farmersville Independent School District? Please circle: Yes or No

Occupation: DIRECTOR OF MANUFACTURING Employer: WEATHERFORD INTL.

State details of previous experience on any City Boards or Commissions (in any City):

CHAMBER OF COMMERCE, FARMERSVILLE, 2 YEARS

COLLABORATION WITH GREENVILLE EDC FOR CONSTRUCTION PROJECTS, OTHER COMMUNITY PROJECTS

List memberships in any civic organizations:

In Order of Preference from 1 through 6

If you do not wish to serve on a particular board please leave it blank.

- _____ Building and Property Standards Commission
- _____ Farmersville Community Development Corporation Board (4B)
- ☒ Farmersville Economic Development Corporation Board (4A)
- _____ City Amenities Board
- _____ Main Street Board
- _____ Planning and Zoning Commission

Signature: Matt Crowder

Date: 5/6/2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Sherry McGuire Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: (Home) Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 35 + yrs
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: retired/public school Employer: _____

State details of previous experience on any City Boards or Commissions (in any City):

Have served one term on 4B

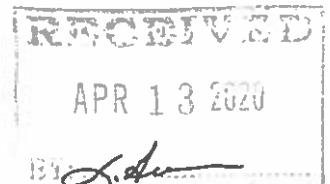
List memberships in any civic organizations:

FISD retired employee assoc.

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- _____ Building and Property Standards Commission
- 1 Farmersville Community Development Corporation Board (4B)
- 2 Farmersville Economic Development Corporation Board (4A)
- _____ City Amenities Board
- _____ Main Street Board
- _____ Planning and Zoning Commission
- _____ Texoma Housing Partners Board
- _____ North Texas Municipal Water District (NTMWD) Board
- _____ North East Texas Trails (NETT) Board
- _____ TIRZ Board



Signature: Sherry McGuire

Date: 4-13-2020

Please return your application to: City of Farmersville, Attention: City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: MIKE GOLDSPEIN Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 43 YEARS
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: RETIRED PHYSICIAN Employer: _____

State details of previous experience on any City Boards or Commissions (in any City):

4B PRESIDENT 1 YEAR

List memberships in any civic organizations:

ROTARY FARMERSVILLE

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- _____ Building and Property Standards Commission
- _____ Farmersville Community Development Corporation Board (4B)
- 2 Farmersville Economic Development Corporation Board (4A)
- _____ City Amenities Board
- _____ Main Street Board
- _____ Planning and Zoning Commission
- _____ Texoma Housing Partners Board
- _____ North Texas Municipal Water District (NTMWD) Board
- _____ North East Texas Trails (NETT) Board
- 1 TIRZ Board

Signature: _____

Date: May 7, 2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Miranda Martin Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: Same as Home address Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 4.5 years
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: Substitute Teacher Employer: Farmersville ISD

State details of previous experience on any City Boards or Commissions (in any City):

Chairman of the Amenities Board

List memberships in any civic organizations:

National Recreation and Park Association (NRPA)

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☐ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☒ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board
- ☐ TIRZ Board

Signature: Miranda Martin

Date: 4.28.2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Randy Rice Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 6 yrs
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: Retired Employer: _____

State details of previous experience on any City Boards or Commissions (in any City):

Mayor, Main Street Board Chairman

List memberships in any civic organizations:

Citizens on Patrol (FTO), Citizens Assisting Farmersville Police (VP),
Fire Department Pension Board, Rotary, Historical Society

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

_____ Building and Property Standards Commission
3 Farmersville Community Development Corporation Board (4B)
1 Farmersville Economic Development Corporation Board (4A) / TIRZ
_____ City Amenities Board
_____ Main Street Board
4 Planning and Zoning Commission
_____ Texoma Housing Partners Board
_____ North Texas Municipal Water District (NTMWD) Board
_____ North East Texas Trails (NETT) Board

Signature: Jack R Rice (signed)

Date: 5/12/2021

Please return your application to: City of Farmersville, Attention City Secretary 205 South Main Street Farmersville, TX 75442

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: STEPHEN V. CASPARI Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: (Yes) or No If Yes, how long? 29 YEARS
Are you a registered voter? Please circle: (Yes) or No
Are you in the Farmersville Independent School District? Please circle: (Yes) or No
Occupation: POWER SYSTEMS / STORAGE SPECIALIST Employer: IBA

State details of previous experience on any City Boards or Commissions (in any City):

List memberships in any civic organizations:

CHAMBER OF COMMERCE, TIDINGS OF JOY, AUDIE MURPHY DAY, ANGEL TREE

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☒ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board

Signature: Stephen V. Caspari Date: 4/20/20

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Tommy Ellison Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or NO If Yes, how long? _____
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or NO
Occupation: Rancher Investments Employer: SELF

State details of previous experience on any City Boards or Commissions (in any City):

City Council - GRAND PRAIRIE, Charter Commission, Collegeville
Mayor & Nacogdoches Water Improvement Dist #1
TIRZ - FARMERSVILLE

List memberships in any civic organizations:

Masonic Lodge, Rotary

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☐ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board
- ☒ TIRZ Board

Signature: Tommy Ellison

Date: 4-8-2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Bucely Mond Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? all my life
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: Retired Employer: _____

State details of previous experience on any City Boards or Commissions (in any City):

List memberships in any civic organizations:

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☐ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☒ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board

Signature: Bucely Mond

Date: 5-18-2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Dorothy Stephenson Home Phone: _____

Home Address: _____ Work Phone: _____

Cell Phone: _____

Mailing Address: _____ Email Address: _____

Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 73 yrs

Are you a registered voter? Please circle: Yes or No

Are you in the Farmersville Independent School District? Please circle: Yes or No

Occupation: Retired Employer: _____

State details of previous experience on any City Boards or Commissions (in any City):
NCHC

List memberships in any civic organizations:
President Mission and Choir at Church

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- ___ Building and Property Standards Commission
- ___ Farmersville Community Development Corporation Board (4B)
- ___ Farmersville Economic Development Corporation Board (4A)
- ☒ City Amenities Board
- ___ Main Street Board
- ___ Planning and Zoning Commission
- ___ Texoma Housing Partners Board
- ___ North Texas Municipal Water District (NTMWD) Board
- ___ North East Texas Trails (NETT) Board

Signature: Dorothy Stephenson

Date: 5-18-2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Kiel Cathey Home Phone: _____

Home Address: _____ Work Phone: _____

Cell Phone: _____

Mailing Address: _____ Email Address: _____

Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? 4 yrs

Are you a registered voter? Please circle: Yes or No

Are you in the Farmersville Independent School District? Please circle: Yes or No

Occupation: Regional Sales Manager Employer: Royal Canin

State details of previous experience on any City Boards or Commissions (in any City):

None

List memberships in any civic organizations:

None

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- _____ Building and Property Standards Commission
- _____ Farmersville Community Development Corporation Board (4B)
- _____ Farmersville Economic Development Corporation Board (4A)
- _____ City Amenities Board
- _____ Main Street Board
- _____ Planning and Zoning Commission
- _____ Texoma Housing Partners Board
- _____ North Texas Municipal Water District (NTMWD) Board
- _____ North East Texas Trails (NETT) Board

Signature: 

Date: 5/18/2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

To Whom It May Concern,

As a family we have decided to make a big investment in our home, and are committed to stay in Farmersville for the foreseeable future. My wife has been a teacher in Fisd for 10 years and, I would like to get involved in the community anyway I can. I have spoken with Craig Overstreet and Brian Brazil about the best ways to be involved. They both recommended the getting involved with the boards and commissions. I have never been involved with boards in a city before and I look forward to the new adventure. Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kiel Cathey', with a long horizontal flourish extending to the right.

Kiel Cathey

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Donna K Williams Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: Same Email Address: _____
Are you a Farmersville resident? Please circle: Yes or No If Yes, how long? _____
Are you a registered voter? Please circle: Yes or No
Are you in the Farmersville Independent School District? Please circle: Yes or No
Occupation: Owner of Red Door Employer: _____
Antiques

State details of previous experience on any City Boards or Commissions (in any City):

4B, Main St

List memberships in any civic organizations:

In Order of Preference from 1 through 9

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- 1 Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- 2 Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board

Signature: Donna K Williams

Date: May 14, 2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

Application

Please return your application to City Hall

City of Farmersville

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

Please type or print clearly in ink

Name: Richard Holbrook Home Phone: _____
Home Address: _____ Work Phone: _____
Cell Phone: _____
Mailing Address: _____ Email Address: _____
Are you a Farmersville resident? Please circle Yes or No If Yes, how long? 30 years
Are you a registered voter? Please circle Yes or No
Are you in the Farmersville Independent School District? Please circle Yes or No
Occupation: Teacher - Retired Employer: NA

State details of previous experience on any City Boards or Commissions (in any City):

Farmersville CDC (4B); Farmersville City Charter Committee; Farmersville Heritage Museum Board

List memberships in any civic organizations:

In Order of Preference from 1 through 10

If you do not wish to serve on a particular board please leave it blank.

- ☐ Building and Property Standards Commission
- ☒ Farmersville Community Development Corporation Board (4B)
- ☐ Farmersville Economic Development Corporation Board (4A)
- ☐ City Amenities Board
- ☐ Main Street Board
- ☐ Planning and Zoning Commission
- ☐ Texoma Housing Partners Board
- ☐ North Texas Municipal Water District (NTMWD) Board
- ☐ North East Texas Trails (NETT) Board
- ☐ TIRZ Board

Signature: Richard C. Holbrook

Date: May 1, 2020

Please return your application to: City of Farmersville, Attention City Secretary, 205 South Main Street, Farmersville, TX 75442.

A copy of the City's Code of Ethics will be mailed to you upon being appointed to a board.

VIII. EXECUTIVE SESSION

IX. RECONVENE FROM EXECUTIVE SESSION

X. Requests to be Placed on Future Agendas

XI. Adjournment