

# CITY OF BROWNSVILLE EMPLOYEE HANDBOOK



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## INTRODUCTION

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This handbook sets forth the current general policies and guidelines that will affect your work life as an employee of the City of Brownsville. Please read it carefully and be sure to ask any questions you may have.

This handbook is not a substitute for personal integrity and good judgment. It is intended to be used as a guideline and is informational only. Its provisions are not conditions of employment and may be modified, revoked, or changed any time with or without notice. Regardless of your date of employment, any additions, deletions, or changes to this handbook will be effective upon notification.

Nothing in this handbook is intended to create, nor is it to be construed to constitute a contract between the City and any of its employees. Employment with the City may be terminated any time, with or without cause, by the City or an employee. No one at the City has authority to make any oral arrangement with an employee contrary to this policy.

To keep up with the dynamic world in which we operate, the City from time to time may have to change its written policies and guidelines, sometimes on the spur of the moment. If such changes are major, we'll issue updates to this handbook; the changes they contain will then become policy.

If you think of ways to make this handbook more useful, more complete or clearer, please let your immediate supervisor know. As always, your input matters.

## WELCOME

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Whether this is your first day with our City or you have been with us a number of years, we hope you read this handbook carefully.

It will give you a better understanding of what our City does, how it operates, and most importantly, information concerning your employment and the benefits made available to you by the City.

You are part of the City of Brownsville team. "Team" may seem a somewhat overworked concept; but it is one of particular relevance to our City. Here you will find a good mix of individual performance and team cooperation. Brownsville has plenty of room for both. I hope that you find yourself involved in something that's not just a job, but a personally and professionally enjoyable part of your life.

For our citizens, our City seeks to provide a wide range of excellent municipal services and ensure a community having high quality of life. To do so, we need good people (that's why we hired you) and a bit of good fortune. You can even help with that; it's my experience that people tend to create most of their own "luck."

To flourish, we must steadily improve our work as individuals and as an organization. You'll be expected to contribute 100% of your best effort. In your work, I hope you'll have ideas about improved municipal services and ways to decrease costs.... We want to hear from you. Your insights are as important to us as the specific job for which you have been hired. The City of Brownsville cannot have too many good ideas.

We know that people who enjoy their work and their surroundings do a better job - for themselves and the City. We are committed to making employment at the City of Brownsville a pleasant experience.

## CHAPTER ONE - THE CITY OF BROWNSVILLE

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### HISTORY

The City of Brownsville was founded in 1848 by American entrepreneur Charles Stillman after he developed a successful river boat company nearby. It was named after Major Jacob Brown, who fought and died while serving as a U.S. Army soldier during the Mexican–American War (1846–48). Due to its county seat classification, the city and county government are major employers. Other primary employers fall within the service, trade and manufacturing industries, including a growing aerospace and space transportation sector. It operates international trading through the Port of Brownsville.

Due to significant historical events, the city has multiple houses and battle sites listed under the National Register of Historic Places. It was the scene of several key events of the American Civil War, such as the Battle of Brownsville and the Battle of Palmito Ranch. The city was also involved in the Texas Revolution as well as the Mexican–American War. Brownsville's idiosyncratic geographic location has made it a wildlife refuge center. Several state parks and historical sites are protected by the Texas Parks and Wildlife Department.

The City of Brownsville is located on the banks of the Rio Grande and has developed into an exciting home to approximately 200,000 citizens. Brownsville's semi-tropical climate is recognized as one of the most delightful in the nation. Brownsville is a city that embraces its history while asserting its role in the future of Texas and even the world. Downtown Brownsville, a certified Main Street District with \$57.6 million in recent revitalization investment, was just distinguished as a National Registered District. The Port of Brownsville, already an economic engine to South Texas, is working on new initiatives that are slated to bring approximately 10,000 more jobs in both traditional and modern sectors, such as Liquefied Natural Gas. The world converges in Brownsville, strategically at the epicenter to international trade hubs.

Brownsville boasts a robust multi-modal transportation system: rail, sea, air, land and soon space ports all connect to interstate access and three international bridges. Brownsville is actively promoting an economic frontier that is on the leading edge of technology, with Space X building here its prototype for space exploration. It is the 18th-largest city in Texas.

## **PHILOSOPHY AND OBJECTIVES**

Our leadership team is committed to the City's Total Alignment Framework.

- Our City aspires to be the model of innovation, inclusion, and empowerment where bold people and ideas thrive.
- Our City intends to provide the best value in services to our citizens.
- Our City fosters trust, values innovation, and encourage open communication.
- Our City promotes a participatory leadership style by which all employees work together to make decisions.

At the City of Brownsville, our success has been built by developing and maintaining a loyal, efficient group of employees who gain satisfaction from their work, and to whom high achievement is a personal ambition.

Dedicated to the highest standards of citizen satisfaction, you are expected to strive daily to maintain the mark of excellence that has become synonymous with our City.

The City's emphasis is on people, recognizing that even with the finest equipment, materials and elaborate systems and procedures, people make the City function, and they work together best in an environment where they are respected as individuals and recognized as important members of the team.

The City observes the highest moral and ethical standards.



## **MANAGEMENT FUNCTIONS**

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

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

## **POLICIES FOR PEOPLE**

The critical factors in job performance are an employee's determination, skill, and personal involvement. Our policies for people focus on opportunities and incentives for maximum personal growth and are embodied in specific City objectives to:

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

## CHAPTER TWO - INTEGRITY & ETHICS

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

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

Every employee is expected to review and conform to the Code of Ethics of the City of Brownsville Charter provided to them by the OD & HR Department.

### CODE OF INTEGRITY

Integrity and a high standard of ethics are fundamental to the City of Brownsville and must be upheld by all employees. The City is committed to doing what is right.

These principles are accomplished in dealings with our citizens, suppliers, vendors, and fellow employees when we:

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

Your individual commitment to this code is required. A series of general guidelines follows. If you should have questions concerning the proper course of action in any situation, promptly consult with your department head.

## DISCLOSURE OR USE OF CONFIDENTIAL INFORMATION

In the course of your employment at the City, you may encounter and be trusted with many kinds of confidential, non-public information. Described below are specific guidelines which relate to different types of confidential information you may encounter in your job.

**Information About the City:** Confidential information about the City is not be disclosed to non-employees or to employees who have no need for this kind of information in the course of their job duties. Further, it must not be used for personal gain.

- This restriction applies to all types of confidential information, including employee medical information, methods and procedures, pricing and cost information, internal policies, computer access codes, current or projected earnings and financial status that has not already been disclosed in public documents.

**Suppliers and Vendors:** Every City employee has an obligation to protect the confidential nature of relationships with former, present, and prospective suppliers and vendors of the City. Any confidential information about suppliers and vendors that is acquired by employees must be used solely for proper purposes of the City, and this information may not be revealed to any unauthorized person(s) under any circumstances.

Confidential information is only to be disclosed to those employees who need to know it to serve the interests of the supplier or vendor and the City. Confidential information must not be discussed in the presence of unauthorized people, whether they are City employees or not. If you have questions about restrictions, consult your Department Director.

Unnecessary copying of all types of confidential documents must be avoided. Documents containing confidential information must not be left in conference rooms, in photocopy areas, on desks or at workstations where they can be seen by outsiders or unauthorized employees. Confidential information must not be left displayed on computer screens when not in use. Such informal or inadvertent release of confidential information can subject an employee, the City of Brownsville, or both to liability for damages.

- Unless otherwise required by the terms of a specific confidentiality or non-disclosure document, additional or extra copies of confidential information must be shredded - not discarded in trash cans.

## SYSTEMS AND DATA SECURITY

The City of Brownsville has established security policies to protect its computer environments. These policies apply to all devices capable of displaying, storing, sending, or receiving data. All employees granted access to the computers and other devices used by the City to conduct its business must be aware of and comply with these security standards and controls. Do not allow access to your devices or disclose your access codes and/or passwords to anyone other than a supervisor. Log out and shut down your computer when leaving your workstation for an extended period. Contact your Department Director for the specific guidelines.

- Any confidential information available on computers, individual personal computers and other devices shall be handled according to the guidelines established in **Disclosure or Use of Confidential Information**.

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

## E-MAIL AND INTERNET ACCESS

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

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

## **INFORMATION REQUESTS FROM NEWS MEDIA**

If you receive a request from the news media for information (whether written or oral) or for an interview relating to the City or its business, directly refer the inquiry to the Communications and Marketing Director and/or the City Manager. Refer all Public Information Requests to the City Secretary.

## **SPEAKING ENGAGEMENTS**

If you receive a request (whether written or oral) to speak publicly or to write an article related in any way to the City of Brownsville or its business, contact the Communications and Marketing Director and/or the City Manager for specific guidance. All professional content must be reviewed by your Department Director prior to presentation or publication.

## **ENDORSEMENT REQUESTS**

If you receive a request to publicly endorse or recommend a product, consultant, or supplier, you must contact the City Manager for specific guidance before making the endorsement or recommendation.

## **CONFLICT OF INTEREST**

Each employee owes a duty of loyalty to the City of Brownsville. Every employee, and officer, has the obligation to act in the City's best interests, to maintain the confidence of all City proprietary information and to refrain from placing himself or herself in a position that could produce a conflict between self-interest and the interest of the City. The requirements in Code of Ethics of the City of Brownsville's Code of Ordinances must also be met.

You have a duty to always act in good faith. You must not use your position for private or personal advantage or for gain beyond your compensation and other benefits provided by the City. Specific examples of situations likely to result in such conflicts are discussed in the following sections.

## **OUTSIDE EMPLOYMENT**

As an employee, you may not engage in any type of outside employment whether paid or unpaid, including self-employment and consulting, if the employment or consulting:

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

Before engaging in any regular outside employment, you must submit a completed “Outside/Self Employment Approval Request” form (available from the OD & HR Department) to your Department Director and be notified in writing that it has been approved. Your request must contain a complete description of your proposed outside employment.

Approvals expire one year from the date granted, unless waived or modified in writing. You must submit a renewal request in the month prior to that date for approval for the following twelve months. The failure to submit a renewal request on time would result in any outside/self-employment worked in the following year being unauthorized. Accordingly, corrective and/or separation of employment may result.

## **ACCEPTANCE OF GIFTS**

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

**OFFERING GIFTS  
AND GRATUITIES**

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

Generally, any gift or gratuity which has more than a nominal value or which is not related to a normal sales promotion should not be offered or given. Gifts or gratuities offered or given by members of the immediate families of employees are prohibited on the same basis as those offered or given by employees. The requirements in Code of Ethics of the City of Brownsville Charter must also be met.

**FINANCIAL AND  
OTHER INTERESTS**

City employees and members of their immediate family may not have any direct or indirect interest in or relationship with any organization that is, or is likely to become, a supplier of goods or services to the City without prior written disclosure of the interest to the City Manager. The purpose of the disclosure is to determine whether any conflict of interest may exist. If you have any questions regarding your conduct under particular circumstances, you should discuss the conduct with the City Manager before proceeding.



## **CHAPTER THREE - EMPLOYMENT POLICIES**

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This section contains general information concerning City of Brownsville policies, as well as matters that relate to you in your day-to-day work.

### **EMPLOYMENT AT-WILL**

Employment at the City of Brownsville is at-will. Either an employee or the City can terminate an employment relationship at any time, with or without cause and with or without notice. Nothing contained in this handbook or in City policies should be construed as a contract of employment or otherwise. No verbal statements or promises made by anyone at the time of hire or thereafter contrary to this policy are binding on the City in any manner.

### **EQUAL EMPLOYMENT OPPORTUNITY**

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

The City has and will continue to provide equal employment opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against, or harassment of applicants or employees because of race, color, sex, religion, national origin, age, disability, veteran status, genetic information, or any other protected status. The City will continue to recruit, hire, promote, transfer, take corrective action and make all personnel decisions, including those related to compensation and benefits, non-discriminately and in accordance with applicable law. Further, the City will make reasonable accommodations for applicants and employees with known disabilities who can perform the essential job functions with or without such accommodations.

The City requires all employees to bring to its attention any information regarding any incident of possible discrimination or harassment so that the matter can be investigated and appropriate action taken. Violations of the City's policy will result in corrective action and/or separation of employment.

## SEXUAL HARASSMENT

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

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

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

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

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

**Complaint Procedure:** If you experience, witness or suspect harassment of any type, whether by a supervisor, manager, employee, or any other person, you must immediately report this to either your immediate supervisor or his/her manager, or Department Director. If you prefer, you may notify the OD & HR Department or its designee or any member of the department. Complaints will be investigated immediately and confidentially. No retaliation will be made against any person for making a complaint in good faith. Where incidents of harassment can be confirmed following investigation, the City will take appropriate corrective action to remedy all violations of this policy. Any employee found to have engaged in sexual harassment will be personally responsible for all claims arising from such action.

## **DATING AND FRATERNIZATION**

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

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

When an intimate, romantic, or dating relationship develops between a supervisor and a subordinate, the supervisor involved in the relationship must report it to his/her manager and to the OD & HR Department.

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

## **NEPOTISM**

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the working relationship, the City will hire a relative of person currently employed only if candidate for employment will not be working directly for or supervising a relative, and the candidate will not occupy a position in the same line of authority in which the current employee can initiate or participate in decisions such as retention, transfer, promotion, wages and leave requests.

"Relative" is defined as either a spouse or domestic partner, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. If a decision cannot be made by the affected employees within thirty (30) days of reporting, reassignment will be made on direction of the Department Director and the OD & HR Department.

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

## **WORKPLACE BULLYING**

All employees are required to demonstrate mutual respect. Bullying is serious, repeated abusive conduct that is threatening, intimidating, or humiliating. It includes: Falsely accusing someone of errors, spreading disruptive rumors or gossip, exploiting a person's psychological or physical vulnerability, harsh and constant criticism, yelling at an employee, whether alone or in front of others, slandering, ridiculing, maligning or using a person as the butt of jokes.

It is vital that you report any bullying that you experience or witness so that a prompt and thorough investigation can be conducted. Thinking or wishing this problem would just

go away does not work. Confirmed bullying or threats by employees will result in corrective action and/or separation of employment. Procedures are in place to prevent retaliation.

## **ORIENTATION PERIOD**

The first ninety (90) days of employment are considered an orientation period. It is a time learning and acclimation for you. During this "get acquainted" time, your demonstrated ability to do the job for which you were hired, conduct and ability to work with others are evaluated by your supervisor with particular care. Your supervisor will complete an orientation evaluation by the end of this period.

- You will be granted regular status if you satisfactorily complete the orientation period, as evaluated by your supervisor.
- A decision based on this evaluation, to terminate the employment relationship, is not subject to the formal complaint procedure found in "**EMPLOYEE COMMUNICATIONS.**"
- The orientation period will be automatically extended by the number of scheduled workdays you are absent, regardless of cause.

## EMPLOYEE STATUS

Your employment status depends on the number of hours you are normally scheduled to work each week and the expected duration of your employment. The employee benefits you receive will vary according to your status as outlined below.

**Regular Full-Time:** If you are employed on a regular full-time basis (40 hours or more per week), you are eligible to participate in all the benefit programs, such as, vacation leave, insurance plans and holiday pay.

**Regular Part-Time:** If you are employed on a regular part-time, you are not eligible to participate in any of the benefit programs. Part-time employees are allowed to work a maximum of 1000 hours per calendar year.

**Temporary Full-Time:** If you are employed on a full-time basis, but for a specific limited period, you are not eligible to participate in any of the benefit programs.

**Temporary Part-Time:** If you are employed on a part-time basis for a specific limited period (less than 1000 hours in a year, or a seasonal employee), you are not eligible to participate in any of the benefit programs.

All jobs at the City of Brownsville are classified as either "exempt" or "non-exempt." The placement of jobs into one of these categories is determined by the tests specified by federal wage and hour laws. Jobs which are exempt are not entitled to the overtime provisions of the law. Non-exempt employees are entitled to the overtime provisions.

## **SOLICITATION AND DISTRIBUTION**

We want every City employee to work in an environment free from unnecessary and inappropriate distractions. Toward that end, while you and your co-workers are in work areas during working hours, we request that you avoid actions which may distract others. While either you or others are working, you are prohibited from selling merchandise, requesting financial contributions, distributing any pamphlets or literature not related to your job, or any other type of solicitation or distribution not related to your job. This includes the unauthorized posting of bulletins, notices, or advertisements on City bulletin boards, or on any other City means of communication, including its e-mail, intranet, and internet systems.

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

## **DRUG AND ALCOHOL-FREE WORKPLACE**

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

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

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

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

When there is evidence to reasonably suspect that an employee has reported to work or is working impaired due to alcohol or drugs, the employee may be asked to submit to alcohol and drug testing. Any employee involved in either a job-related accident or incident involving the apparent violation of law, a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing.

Employees involved in an accident must remain readily available for the post-accident testing. Employees who are subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident or until he/she submits to an alcohol test. If an employee does not remain available, the employee may be deemed to have refused to submit to testing. This may result in corrective action and/or separation of employment. Nothing in this section requires the delay of necessary medical attention for injuries following an accident or prohibits an employee from leaving the scene of an accident to obtain emergency medical care.



Conduct resulting in obstruction of testing will result in corrective action and/or separation of employments. Misconduct includes but is not limited to:

- Refusal to submit to any type of required controlled substances testing and/or alcohol testing.
- Refusal to report to the testing facility on the day and time the employee is instructed to report.
- Refusal to sign or complete any documents required by the City or by the testing facility.
- Tampering with a specimen or attempting any form of adulteration of a specimen.
- Failing to provide adequate breath or urine for testing purposes without a valid medical explanation.

An applicant violating this section will not be hired and will be ineligible for employment for 12 months. A violation of this section will result in separation of employment, and the individual will be ineligible for re-employment for 12 months.

Consumption of alcohol by off-duty employees is allowed on City premises (which include parking lots and buildings) if they are attending a City sponsored event, or social function, or participating in a City owned recreation facility (i.e. golf course).

When you are off-duty and off City premises you must not consume or possess alcohol while wearing a City uniform, including a City shirt or blouse.

Employees scheduled to be on stand-by are required to be fit for duty upon reporting to work, consistent with the provisions of this policy.

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

Exempt employees who are called outside of regular business hours to give recommendations, advise, or come in to work must advise their leader if they are impaired. In such cases, they will not be required to work.

You must, as a condition of employment, abide by the terms of this policy and submit to drug and alcohol testing, and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made to the OD & HR Department within five days after the conviction. For more detailed information, consult the OD & HR Department.

This policy is applicable to fire and police personnel only to the extent that its application is allowed under the pertinent civil service statutes and/or the pertinent collective bargaining labor agreement.

Any police or firefighting personnel required to be in possession of alcohol or controlled substances in the course and scope of their employment for purposes related to duties, are exempt from the provisions of this policy pertaining to possession of alcohol and/or controlled substances. They are subject to the applicable regulations specific to police and firefighting personnel.

### **CLEAN AIR**

In the interest of providing a healthy, comfortable working environment, smoking is prohibited in our vehicles and in our buildings. You are responsible for notifying your visitors of this policy. Employees may not leave their assigned areas to smoke except at regular approved breaks or mealtime.

### **PERSONAL APPEARANCE AND HYGIENE**

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

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

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

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

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

### **LIFE-THREATENING ILLNESSES**

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

### **TIME RECORDS**

Each full-time or part-time non-exempt employee is responsible for the accurate daily recording of their time worked, using the City's time recording system. Strict adherence to the procedures established for your work group is required. Failure to properly comply with the recording procedures or failing to report all time worked will result in corrective action and/or separation of employment.

Employees are responsible for reviewing their time records for accuracy and are expected to follow and adhere to the current time record system procedures in place for the purpose of recording hours worked including any overtime and comp time. Employees who fail to clock in, but were working, must submit Time Adjustment Request Form (available in your department or in OD & HR Department) to be paid for time worked.

## **ATTENDANCE AND PUNCTUALITY**

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

- Satisfactory attendance and punctuality are conditions of employment. Unsatisfactory attendance and tardiness will result in corrective action and/or separation of employment.

We recognize that occasionally you may not be able to report to work on time or at all. It is your responsibility to notify your supervisor before your usual starting time. If your immediate supervisor is unavailable, leave a message with any other supervisor stating why you will be late or absent, when you expect to report to work, and a telephone number where you can be reached. Leaving a voice mail message or a message with a coworker is not sufficient.

Corrective action may be taken if you:

- Fail to timely notify the City as specified above.
- Are absent excessively.
- Do not have an acceptable excuse for being late or absent.

The City of Brownsville may require you to provide a physician's statement documenting your absence relating to illness or injury which lasts three (3) or more consecutive workdays and cases in which your attendance has become unsatisfactory. You are subject to separation of employment if you are absent without acceptable notification or without satisfactory reason for such absence.

If you are absent and fail to notify your supervisor for two consecutive workdays, you may be considered to have abandoned your position. Failing to notify your supervisor of your absence on two separate occasions in one calendar year, will result in separation of employment.

## **PROMOTIONS**

Employees may be granted promotions based upon superior performance and/or increased capability. Promotions will be accompanied by commensurate salary increases as approved by the City Manager.

## **POLITICAL ACTIVITIES**

City employees will not be hired or retained based on their political activity. City employees may not be coerced to take part in political campaigns, to solicit votes, to contribute or solicit funds or to otherwise support or oppose the appointment or election of political candidates.

You may not participate in any political activity while you are on duty. This includes wearing campaign buttons, distributing literature, soliciting contributions, making speeches, attending rallies, circulating petitions, signing petitions, making contributions of money or services, or in any other way actively supporting or showing support for a candidate for public office, a political party or an organization that seeks to influence legislation or public opinion on a political issue. You may not use your position for or against any candidate for public office in any jurisdiction.

You may not participate in any political activity on behalf of a candidate for the office of Mayor or Commissioner of the City of Brownsville when you are on duty. Other than bumper stickers, you may not have political signs or different forms of advertising on your vehicles while parked on City facility parking lots.

You may not hold an elective City office or hold an elective or appointive office in any other jurisdiction where service would constitute a direct conflict of interest with City employment, with or without pay. Upon assuming such office, you must resign or your employment will be terminated.

## **INCLEMENT WEATHER AND OTHER HAZARDS**

The City Manager makes the determination of whether city offices should be closed due to inclement weather or other hazards. When city offices are closed, employees other than those whose duties are crucial to the health, safety, or welfare of the public, will be excused for absences from work during such closing.

Employees must exercise their own judgment about personal safety. Corrective action will not be taken if an employee decides not to travel because of hazardous conditions. Be sure to follow the call-in procedure established in **“ATTENDANCE AND PUNCTUALITY.”**

Unless the City Manager has declared the situation to be treated as administrative leave, the following procedures apply. Whenever non-exempt employees are absent from or late for work or leave early because of inclement weather, they must charge such time away from work to accrued vacation or leave without pay. If sufficient vacation leave is not available to cover the absence, late arrival, or early departure, leave without pay will be charged automatically.

Exempt employees who miss an entire day of work due to inclement weather should charge it to accrued vacation to avoid being charged with unscheduled leave.

## EMPLOYEE CONDUCT

All successful organizations have certain rules which employees must follow. You are expected to become acquainted with the performance criteria for your job and with all rules, procedures and standards of conduct established by your department and by the City, as summarized in this handbook. Further, your conduct away from work must not adversely affect the City, its reputation, operational success, or relationship with its employees, citizens or anyone doing business with it.

If you do not fulfill the responsibilities set out by such performance criteria, rules, procedures, and standards of conduct, you may be subject to corrective action, the severity of which will depend upon the circumstances. Corrective action will be taken only when an investigation of the facts shows that it is justified.

If you disagree with a decision regarding corrective action, a complaint procedure is available to you as discussed under "**EMPLOYEE COMMUNICATIONS.**"

People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. It is important that each member of our team understand what is expected. It is impossible to write procedures covering every situation. Be sure you understand what is expected of you and make certain you are clear in your own mind what you can expect from the City. If you have any question, discuss it with your immediate supervisor. Understanding is the key to teamwork.

The following are some examples of employee conduct that are not permitted and that will result in corrective action and/or separation of employment:

- Conduct that you have been informed is unacceptable.
- Failure to maintain satisfactory work performance standards.
- Violation of public law when at work on the premises or off the premises when engaged in a work assignment.
- Falsification of time records, personnel records, or other City records.
- Smoking in City facilities, except in designated smoking areas.
- Gambling, participating in lotteries or any other games of chance on the premises any time.
- Violation of the City's Drug and Alcohol-Free Workplace Policy.

- Soliciting, collecting money, or circulating petitions on the premises other than within the rules and regulations of the City.
- Possession of firearms, explosives, or other lethal weapons on the premises or in City vehicles.
- Abuse or waste of City tools, equipment, fixtures, property, supplies, or goods.
- Creating or contributing to hazardous, unhealthy, or unsanitary conditions.
- Violations of safety rules or acceptable safety practices.
- Failure to cooperate with a supervisor or co-worker, impairment of function of a work unit, or disruptive conduct.
- Disorderly conduct, harassment of other employees (including sexual harassment) or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on or off the premises when engaged in a work assignment.
- Sleeping on the job.
- Dishonesty or the unauthorized possession, removal or use of City or another employee's property, including records and confidential information.
- Destroying or defacing City property or records or the property of an employee or citizen.
- Refusal to follow instructions or to perform designated work or refusal to follow established rules and regulations.
- Unauthorized audio or video recording on City premises, in our vehicles or at our off-premises work-related activities.
- Repeated tardiness or absence, absence without prior notification to the supervisor or without satisfactory reason, or unavailability for work.
- Violation of the policies or rules of the City of Brownsville.

Violations of policies or principles of acceptable employee conduct will be addressed with appropriate corrective action. In addition to informal coaching and counseling, the following types of corrective action are available to supervisors:

- Verbal notifications
- Written notifications
- Suspension



## **PERSONAL PROPERTY**

The City of Brownsville accepts no responsibility for theft or damage to personal property of employees on City grounds. Never bring valuables onto City premises, and never leave handbags, wallets, or other valuables unattended or unsecured.

## **REMOVAL OF PROPERTY FROM CITY FACILITIES**

Anytime you wish to remove City property from any City facility, you must secure the authorization of a supervisor. An authorization to remove City property is not required when such removal is covered or authorized by terms of a work or purchase order, shipping document or other similar type document.

## **DISCHARGE**

The discharge of any employee is a serious situation that requires a carefully conducted prior review. Accordingly, no supervisor is authorized to cause the discharge of any employee without prior review and approval. This review and approval will involve at least one other member of the management team, most typically the supervisor's Department Director, the OD & HR Department, or the City Manager or designee.

An employee who is discharged because of violation of City policy will not be permitted to return to his department or work area, or to any other department or work area other than the OD & HR Department's office, without specific approval by his supervisor and OD & HR Department.

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

## SEPARATION OF EMPLOYMENT

**Notice of Resignation:** In the interest of maintaining proper staffing levels, you are requested to give your immediate supervisor a minimum of two weeks' prior written notice of resignation. Resignations may not be withdrawn without consent of the Department Director and the City Manager.

**Clearance Procedures:** When terminating your employment, whether the separation is by resignation or involuntary, you must complete certain clearance procedures to maintain your eligibility for certain benefits. These procedures are to verify that all obligations have been met.

**Release of Final Paychecks:** Your final paycheck will be released to you no later than the sixth day after involuntary separation or in the case of resignation no later than the next regularly scheduled payday.

**Job Abandonment:** You will be considered to have abandoned your position when you have been absent for two consecutive days without prior approval of your immediate supervisor and have failed to communicate the reason for your absence in writing or by telephone to your immediate supervisor during this absence.

## REFERENCE CHECKS

The City of Brownsville does not provide, and no manager or supervisor is authorized to provide employment-related letters of recommendation. However, the City will respond to all employment reference check inquiries from other employers. The OD & HR Department alone is authorized to provide reference information on current and former employees.

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

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## CHAPTER FOUR - EMPLOYEE COMMUNICATIONS

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This section contains specific information about our internal communication process and about ways to handle specific concerns that may arise regarding your employment.

<p><b>INFORMATION AND COMMUNICATION</b></p>
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Your supervisor is your best source for on-the-spot information about the City of Brownsville. Through him or her you will receive various announcements and communications beyond the daily employee-supervisor interaction.

From time to time, you will receive more formal communication from the City. Usually, this will deal with operations and announcements of interest to you. Our bulletin boards are another way the City communicates with you; check them regularly.

Apart from various formal communications, there are many types of informal communications. These are generally word of mouth types of communications, often about the job, working conditions, policies, etc. To prevent information from getting distorted, we invite open discussion of matters which affect you and your job at the City. This policy encourages employees to deal directly with their supervisors regarding all conditions of their work.

If any time you have a question regarding your job, your hours, your pay, your working conditions, etc., you should first go to your immediate supervisor and talk it over. If, for some reason, you are not satisfied with the outcome of these informal discussions, you can use the complaint procedure outlined below to get the matter resolved.

If the matter is personal, you need not discuss it with your immediate supervisor. You may bring it to the attention of anyone in the City that you feel is appropriate.

## COMPLAINTS AND CONCERNS

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

The City's aim is to create and constantly enhance such an environment. Certain standards of conduct must be maintained to ensure that each employee is treated fairly and consistently. Policies, procedures, and rules must be administered uniformly, and you must follow the standard practices set forth in this handbook.

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

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

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

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

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

- **Step One:** Within five working days after the informal discussion with your supervisor, the employee must submit a written complaint to the OD & HR Department. Your complaint will be investigated, and the Department Director's decision will be given to you within ten working days from receipt of the complaint.
  
- **Step Two:** If you are not satisfied with the decision, you may then file a written appeal to the City Manager within five working days of your receipt of the decision. The City Manager has ten days to review the appeal. The City Manager will if necessary, further investigate, then evaluate the facts and a written decision will be given to you within ten working days. This decision is final in all respects.

<b>WHISTLEBLOWER COMPLAINTS</b>
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The City will not suspend or terminate the employment of, or take any adverse personnel action against a City employee who in good faith reports a violation of law by the City or a City employee to a law enforcement agency.

If you in good faith believe that you have suffered any retaliation at work as a consequence of making a good faith report of a violation of law to a law enforcement agency, you must file a complaint to provide the City with an opportunity to take appropriate action. Only after the City has processed your complaint can you pursue judicial action.

## **ACCESS TO YOUR PERSONNEL FILE**

The City of Brownsville maintains personnel files and records for every employee. These files contain documentation regarding all aspects of your tenure with the City, such as performance appraisals, corrective action notices, letters of commendation, etc. The City maintains any required medical information in a separate confidential file.

You may request a copy of any document in your own personnel file. Such copies will be made by OD&HR. You may inspect your own personnel file and medical file. This may be done by contacting an OD & HR Department Representative and arranging a mutually convenient time to do so. These files must be reviewed in the office and presence of an OD & HR Department Representative. You may also submit information for inclusion in your file, such as a response to a performance appraisal or new credentials earned. You may also request the correction or removal of inaccurate, irrelevant, outdated, or incomplete information from your records.

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

The City will respect and protect your privacy. It will not voluntarily disclose or disseminate personnel or medical records, salary, benefits, or terms of employment without your prior permission or if considered releasable under a Public Information Request. However, supervisors, Department Directors, and the City Manager can review employee files on a need-to-know basis. Regulatory agency representatives during their business may be permitted access to personnel files. Further, emergency or medical personnel on a need-to-know basis will be able to review medical records during an emergency medical situation.

## **EXIT INTERVIEW**

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

## CHAPTER FIVE - COMPENSATION AND BENEFITS

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This section presents general information about pay policies and benefits. The complete terms and conditions of employee benefits are contained in the policies and documents in your benefits package. Your benefits under these plans will be determined according to those policies and plan documents. You should review the benefits package provided to you as soon as possible in order to understand your choices and to avoid missing an enrollment deadline and unnecessarily delaying desired participation.

The City of Brownsville expects that the employee benefit plans mentioned herein will be continued indefinitely but reserves the right to change or discontinue these plans any time. As benefits change, updates will be periodically forwarded to you. Updates should be filed promptly to keep your benefits package current.

It is recognized that this section will not cover every situation encountered. Questions about a particular benefit or situation not addressed herein should be directed to the OD & HR Department.

### COMPENSATION

The City of Brownsville compensation program is designed to:

- Attract and retain employees and encourage their growth and development.
- Ensure that you are fully compensated for the work that you do.
- How you do your job directly influences your compensation, your pay increases, and your career growth.

When you were hired, your compensation was decided by considering the following:

- The level of your job.
- Your experience.
- Special qualifications for the job (Education, Certifications, etc.).



## **PERFORMANCE APPRAISALS**

You will receive informal coaching and counseling about your performance on an ongoing basis. This is intended to give you an opportunity to better understand the duties of your position and the standards of performance expected from you. You may also be provided with a written performance evaluation on a regular or interim basis. The failure to consistently meet performance expectations can result in separation of employment.

## **PAY DAYS**

All City employees are paid by-weekly by direct deposit. If you have questions about the way in which hours or pay have been calculated, notify your immediate supervisor. Early pay checks and pay advances will not be granted to any employee.

Newly hired Employees are required to provide an account for direct deposit during the on-boarding process, or no later than the end of their first week of employment.

Voluntary deductions authorized by the employee may include payments for health insurance premiums, credit union, personal insurance premiums, etc. Details for voluntary deductions should be requested from the Finance Department. Additionally, employees are responsible to notify the appropriate organization or department affected by the changes.

## **OVERTIME PAY**

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

Only non-exempt employees working overtime will be paid at one and one-half the base hourly rate for time worked more than 40 hours in any workweek, unless compensatory time has been agreed upon in advance. Compensatory time, floating holidays, holidays, sick days, and vacation days will not be considered as time worked for purposes of calculating overtime pay.

Working overtime must be authorized in advance. Failure to obtain such authorization may result in corrective action and/or separation of employment.

If you are uncertain about whether you are non-exempt or exempt (according to the Department of Labor guidelines based on the Fair Labor Standard Act), contact the OD & HR Department.

Overtime is a part of every employee's job requirements. The City expects that you will make every effort to work overtime when requested to do so.

**COMPENSATORY TIME OFF**

Compensatory time may be approved by your Department Director in lieu of overtime pay and may be accrued up to 240 hours.

Compensatory time (comp time) will be credited to non-exempt employees at the rate of one and one-half (1 ½) hours for each overtime hour worked.

Employees requesting to use their comp time off shall be permitted to use such time within a reasonable period after making the request if such use does not unduly disrupt the operations of the department affected.

Employees are required to use comp time prior to using sick, vacation, or floating holidays. Employees who have accrued the maximum amount of comp time allowed will thereafter be paid for overtime hours worked.

Upon separation of employment, promotion, transfer to another department, or change to exempt status, a non-exempt employee will be paid for the unused compensatory time earned. Terminated employees will be paid for unused compensatory time earned.

The dollar value of compensatory time off when it is calculated, is the amount of overtime pay the employee otherwise would have received for the hours of the pay period during which compensatory time off was earned by performing overtime work.

The City will provide overtime pay in the form of compensatory time, provided you have agreed to this in writing.

**COMPENSATION DURING  
DECLARED EMERGENCIES**

During a Declared Emergency, exempt employees shall receive their regular salary during the hours when an Emergency Declaration has been activated by US President, Governor, County or Mayoral Seat, except during the hours when essential exempt employees are required to reside in the EOC (or other City facilities) and/or are assigned to work when City operations are closed.

In these cases, the exempt-status employee(s) salary will be computed to arrive at an hourly rate and the hours actually worked during the Declared Emergency shall be paid at time and a half of the employee's hourly base. The remuneration shall not apply to City Management, Directors, and Assistant Director positions. Nothing in this policy shall be construed to affect the exempt status of such exempt employees.

The City Manager or designee reserves the right to consider unique pay situations as they arise throughout the Declared Emergency Periods and may make exceptions in situations deemed appropriate.

## **STANDBY TIME**

Stand-by compensation is the amount of money paid to non-exempt employees who are specifically required to be available by phone, electronic pager, or other means of communication to respond to various job assignments after regular work hours.

Hours spent on standby are not regarded as hours worked for purposes of calculating overtime. Standby time is defined as that period an employee is required to be available for work within thirty (30) minutes from time of notification. Employees on standby are required to provide a phone number, so they can be reached. If an employee on standby is called in to work, the time sheet on the assignment shall be treated as “hours worked” and shall be in addition to the standby rate provided.

Employees placed on standby time must be readily available and stay mentally and physically fully capable to respond in the expected timely and safe manner. Violations of the City Alcohol and Drug-Free policy will result in corrective action and/or separation of employment.

City employees required to be on standby shall be compensated two (2) hours of regular pay per day, each calendar day, or portion thereof, that standby service is performed.

Rosters indicating standby assignments shall be posted at least twenty- four hours prior to the anticipated requirement of standby status when possible. Compensatory standby time during the week begins one minute after the employee’s regular workday ends and continues until he returns to work on the next day or the employee is otherwise advised.

On weekends or holidays compensatory standby times begins one minute after the employees’ regular workday ends and continues until his next regular scheduled workday begins or is otherwise advised.

Employees placed on standby during a holiday are expected to follow all City policies and safety protocols. If you become ill during standby time you are required to notify your immediate supervisor immediately. Compensation for standby time up will be paid to the point of notification of illness to your supervisor.

## **SOCIAL SECURITY**

Your payment of Social Security Taxes to the Federal government is matched by the City. The OD & HR Department and the Social Security office should have your current name on their records. If you change your name, notify both offices.

## **UNEMPLOYMENT COMPENSATION**

You may be eligible for Unemployment Insurance as specified by Unemployment Compensation Laws. The entire cost of Unemployment Insurance is paid by the City.

## **INSURANCE PROGRAM**

Through a cafeteria-style plan, group medical, dental and life insurance, and other coverage is available to eligible employees. For complete details on insurance coverage, eligibility, and premiums, consult the insurance program documents or the OD & HR Department.

## CHAPTER SIX - LEAVE TIME

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### HOLIDAYS

The City observes at least twelve (12) holidays, each year. As many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions. Eligibility for holiday pay is dependent upon employee status, as described earlier under "**EMPLOYMENT POLICIES.**" If a holiday falls on Saturday, the preceding Friday shall be observed, and if a holiday falls on Sunday, the following Monday shall be observed. The following holidays are observed:

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Cesar Chavez Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

When Christmas Day, New Year's Day, or Independence Day fall on a Tuesday, the preceding Monday day shall also be a holiday, and if these holidays fall on a Thursday, the following Friday shall be a holiday. When Christmas Day falls on a Wednesday, the preceding Tuesday shall also be a holiday.

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

## **FLOATING HOLIDAYS**

The City will provide each current and newly hired full-time employee with two (2) paid floating holidays on an annual basis, to be used for religious or cultural holidays, birthdays, funerals, and other personal activities or family matters.

A request to take a floating holiday must be made to your supervisor in advance. Every effort will be made to grant your request to take a floating holiday when you want it, however, requests are handled on a first come - first serve basis, and are otherwise subject to the needs of the City, which includes always having an adequate staff.

Any unused floating holidays will not be carried over to the next calendar year and will not be paid out if unused at year end. Unused floating holidays will also not be paid out upon separation of employment.

## VACATION

Vacation leave is earned by all full-time, regular employees. The City encourages you to make regular use of vacation time since this benefit is designed to provide you with an opportunity to rest and enjoy a departure from the normal work routine.

Vacations are scheduled at the convenience of the City and the employee. Every effort will be made by the City to allow you to take vacation according to the schedule that is most convenient to you. The entire vacation allowance need not be taken at once. With your immediate supervisor's approval, it may be separated into more than one period (minimum two hours) to be taken during the year. The City does not advance vacation time. Vacation time charged by an employee who has insufficient vacation hours available will be treated as leave without pay.

**Rate of Entitlement:** Vacation is earned and calculated according to this schedule:

<b>LENGTH OF SERVICE</b>	<b>ACCRUAL RATE PER MONTH</b>
0-4 years	5/6 day
5-9 years	1 day
10 or more years	1¼ day

Employees hired on or before the 15th day of the month or separated on or after the 16th day of the month shall receive full vacation credit for the month. Those hired after the 15th or separated before the 16th, respectively, receive no vacation leave accrual for that month.

**Limitations:** Every effort will be made to grant your requests to take vacation when you want it, however, vacation requests are handled on a first come - first serve basis, and are otherwise subject to the needs of the City, which includes always having an adequate staff. Upon separation of employment, employees will be paid at their current rate for unused earned vacation hours at a maximum of 120 hours.



## SICK LEAVE

Paid sick leave is earned by all full-time, regular employees and is provided to maintain continuity of your income during limited periods of non-job-related illness or injury. It may also be taken for routine medical and dental appointments, physicals that cannot reasonably be scheduled outside of work hours.

**Rate of Entitlement:** Sick leave is earned and calculated according to this schedule:

LENGTH OF SERVICE	ACCRUAL RATE PER MONTH
0-4 years	5/6 day
5-9 years	1 day
10 or more years	1¼ day

Employees hired on or before the 15th day of the month or separated on or after the 16th day of the month shall receive full sick leave credit for the month. Those hired after the 15th or separated before the 16th, respectively, receive no vacation leave accrual for that month. Employees who are in an unpaid leave of absence status will not accrue sick leave until they return to work on a regular basis.

If you cannot report for work due to illness or injury, you should notify your immediate supervisor as soon as possible, but not later than one hour before your regular reporting time. Should you be unable to do so, have someone provide notification on your behalf. The failure to provide notification without a valid reason shall constitute an unpaid absence without leave and may result in corrective action.

The City may request and obtain verification of the circumstances surrounding use of sick leave at any time. The misuse or attempted misuse of sick leave will result in corrective action and/or separation of employment.

Sick leave may be used and shall be charged in ½ hour increments for non-exempt employees. The minimum amount of time an exempt employee can use is two (2) hours.

Upon separation of employment, employees will be paid at their current rate for unused sick leave hours, maximum of 720 hours at separation.

For purposes of payouts, employees with 20 plus years will be grandfathered and remain in the tier's stated on the 2006 Personnel Policies Manual upon the approval of this Employee Handbook.

**Sick Leave Pool & Bank Donation Program:** This program provides a benefit to eligible employees who have exhausted accrued vacation and sick leave by virtue of a catastrophic injury, pandemic, illness, or other medical condition of their own; or that of an immediate family member. Eligible employees may voluntarily donate sick leave to a pool which is available for employees who do not have leave available and qualify for the program. All donations are irrevocable. The Program is administered by the CARE Committee made up of representatives from each department.

For full information on employee eligibility to donate and employee eligibility to receive, consult the OD & HR Department.

**Negative Sick Leave:** The City has the right to allow eligible employees to incur a negative sick leave balance up to a total of forty (40) hours. Only full-time employees working forty (40) hours per week who have exhausted all other accrued leave balances are eligible to incur hours of negative sick leave. All negative sick leave hours are considered as a temporary prepayment to be offset by future accruals or reimbursed to the City.

## **MILITARY LEAVE**

The City recognizes the continuing need for a strong national defense and the accompanying role of military service. The City will make every effort to cooperate with employees participating in such programs. If you are required to attend two-week annual training or other training, because of National Guard or Reserve obligations, you will be granted this time off. The first fifteen (15) days of military leave per calendar year will be paid. Within one workday following receipt of your military orders, you must provide your immediate supervisor with a copy.

## **ADMINISTRATIVE LEAVE**

In the event of an unforeseeable emergency in the City, employees may be relocated to different facilities for a certain amount of time. In the event employees cannot be reasonably located, the City Manager or a designee may determine and authorize paid or unpaid leave.

## **LEAVE OF ABSENCE WITHOUT PAY**

There may be a time during your employment when you and your Department Director consider that your best interests or those of the City would be served if you were to be granted a leave of absence without pay.

With the interest of the City being given first consideration and for good cause, your Department Director may grant leaves of absence without pay not to exceed thirty (30) days.

Before beginning leave without pay, you must make arrangements with the OD & HR Department/Safety and Risk if you desire to continue group insurance coverage. Neither vacation nor sick leave accrues during eighty hours (80) or more of unpaid leave of absence during a one month period. Failure to return to work at the end of the leave will result in separation of employment.

## **JURY DUTY/COURT TIME**

A regular full-time employee who is called for jury duty or subpoenaed to serve as a witness in a court case in which the employee is not a principal (a plaintiff or a defendant) will be granted time off. Employees will be paid for a maximum of ten (10) working days of jury duty/court time leave per year. Accrued compensatory time, vacation or floating holidays must be used to cover any additional time needed for such purposes. Jury duty leave will be granted to all other employees without pay. Employees must keep their supervisor informed of their expected date and time of return.

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

## **FAMILY AND MEDICAL LEAVE OF ABSENCE**

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

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

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

If you have a need for FMLA leave, notify the OD & HR Department. You will be required to submit an “Application for FMLA Leave” form (available on the City’s website). Requests for further information on FMLA leaves of absence should be made to the OD & HR Department.

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

## CHAPTER SEVEN - GENERAL INFORMATION

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### SAFETY

Your safety is extremely important. Your supervisors are responsible for ensuring that you have safe working conditions and equipment. However, being safe involves more than just having safe working conditions - it involves your participation. You must believe in safety awareness and the need to be constantly on the alert for unsafe conditions or any situation which may lead to an injury to you or your fellow employees.

Safety awareness means you look out for yourself and the people working with you. You are expected to know and to observe all the safety rules relevant to your job and work area as reviewed with you by your immediate supervisor.

- Become familiar with any emergency instructions posted for your work unit and with all the exits for the area where you work. You can also help by reporting any unsafe conditions to your immediate supervisor, and by exercising reasonable care on your job.

Report all accidents to your immediate supervisor. You must notify your immediate supervisor of any on-the-job injury requiring medical attention immediately after it occurs, so that you may be properly advised on how and where to seek treatment.

- If an injury or illness is so serious that medical attention must be sought immediately, then do so and contact your immediate supervisor, as soon as possible after that.
- In the event a fellow employee or a visitor is injured or becomes seriously ill, do not attempt to move the individual. Instead, notify a supervisor or manager immediately.

The City has the right to deny permission to work to any employee who reports in a condition deemed not fit for work, whether due to illness or any other reason.

## INJURIES ON THE JOB

In case of an injury on the job, an Employee must notify their immediate supervisor. The injured employee and the Supervisor must complete and submit all required forms to the Safety and Risk Division within forty-eight (48) hours after the injury. For more detailed information, consult your supervisor.

**Worker's Compensation Injury Leave:** Employees on Workers' Comp that have paycheck deductions for medical, dental, supplemental insurances and for the credit union are solely responsible for making the necessary arrangements to continue making those payments. An employee may utilize accrued sick leave for purposes of receiving a full paycheck while on worker's comp injury leave, but the leave status will remain as worker's compensation injury leave.

## CITY VEHICLES

**Use of City Vehicles:** City vehicles are for use on City business only. Personal or private use of a city vehicle, or to transport unauthorized persons is strictly prohibited.

If you are authorized to drive a City vehicle, you must be properly licensed and maintain the necessary physical and mental fitness to do so. You must obey all traffic laws and in all ways employ safety measures to prevent accidents, including when driving your own vehicle during non-working hours.

Every employee authorized to drive a City vehicle is responsible for reporting any changes to driver license status such as a suspension, address changes, switched to an occupational DL, or other pertinent changes affecting the employee's ability to drive/operate a City vehicle to the OD & HR Safety & Risk Division. Promptly reporting vehicle defects and maintenance issues is also required.

**Safe Driving Record:** The failure to maintain a satisfactory driving record will result in an appropriate response. All citations received while operating a City vehicle or equipment must be promptly reported to your immediate supervisor. If you are charged with traffic violations or incur other liabilities resulting from your cause of accidents, you will be solely responsible for these liabilities.

**Post-Accident Investigation:** You are required to report any accidents to your supervisor immediately. If an investigation concludes that an accident resulted from carelessness or recklessness, corrective action and/or separation of employment will result. The driver will be required to reimburse the City for all incurred costs.

## TELECOMMUTING

In response to a health crisis, natural disaster, civil unrest, or other emergency, the City may make temporary arrangements with employees for telecommuting. Telecommuting is the practice of working from home, making use of the internet, email, and the telephone. Telecommuting can help the City continue to provide all municipal services and protect employee health and safety.

**Telecommuting Arrangement:** Office-based employees may be assigned to temporarily telecommute by their Department Director. Employees working remotely must maintain the required level of performance. Telecommuting employees must:

- Have a quiet and distraction-free working space.
- Have an adequate internet connection.
- Dedicate their full attention to their job duties during working hours.
- Conduct themselves with professionalism.
- Provide status updates in the format and at the frequency agreed with the manager.
- Respond to phone, voicemail and text messages within the time window agreed with his or her manager.
- Attend all scheduled meetings by phone, video conference or in person, as required. For Skype/Go to Meetings/Zoom/Teams Meetings, the use of webcams is preferred when possible.

**Terms of Employment:** Telecommuting will not change an employee's compensation, benefits, vacation, or any other benefits. Employees will still start and end the day at the same time as if in the office. Reporting to work on-site when requested is required. The requirements to comply with their Department and City policy and rules remain the same.

Non-exempt employees must track their remote work time in the same way as they do office time. For example, if you are sick or taking care of a sick family member, time should be used as sick time. Working overtime must be authorized in advance. Telecommuting creates no additional overtime requirements. Remote overtime work is not permitted unless expressly authorized by the employee's Department Director or designee.

**Equipment:** The City may provide equipment that is essential to an employee's job duties, such as laptops, printers, monitors, and cell phones. The City will install (or provide instructions to install) VPN and City-required software when employees receive their equipment.

When "home or personal" equipment is used, it is the responsibility of the employee to provide and install security updates and anti-virus to protect the connection and City data.

Employees must keep all City property and data safe and protected from misuse. Employees must:

- Keep their password protected.
- Maintain equipment in a safe and clean space.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading unauthorized software.

## CELL PHONES

You may be issued a cell phone, tablet, or pad for work-related communications. If so, you are expected to protect it from loss, damage, or theft. Upon separation of employment, you must return it in good working condition or reimburse the City for the cost of a replacement. Employees must also repay the City for any excessive or unauthorized personal calls.

You must refrain from using a cell phone, tablet, or pad while driving. Your safety comes before all other concerns. In situations where job responsibilities include driving and accepting of business calls, you must use a hands-free device and pull off the road before conducting business. Texting while driving is prohibited.



Under no circumstances are you allowed to place yourself or others at risk to fulfill business needs. Employees who are charged with traffic violations or incur other liabilities resulting from their use of a cell phone while driving are solely responsible for all liabilities that result from such actions.

## **TELEPHONE CALLS AND ETIQUETTE**

How City employees communicate with citizens and each other, on the phone and over the public address system, should reflect favorably on the City. Toward that end, the following rules have been established:

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

City phones should be kept free for business and your cooperation is expected. Local personal phone calls on City telephones are permitted during breaks only, except in emergencies. Personal long-distance calls may not be charged to City telephones.

The City may monitor any use of its telephone equipment without notice, for any purpose reasonably related to the City's conduct of its business or the enforcement of its policies.

## **WORKING HOURS**

At the City of Brownsville, your work hours will vary, depending on your job and current department requirements. Administrative office hours at City Hall are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## **PERSONAL MAIL**

The mail room is intended for business use only. Due to the large volume of mail that is processed every day, personal mail should not be directed to or mailed from the City. Further, the City retains the right to open all in-bound and out-bound mail received by its mail room. The City is not responsible for any undelivered, misplaced, or delayed mail processed via its mail room. Personal privacy should not be expected for any mail processed internally.

## **PERSONAL INFORMATION CHANGES**

The City maintains a record of the name, home address, telephone number of each employee and who should be notified in case of an emergency. It is important that these records be kept up to date. Emergencies may arise when such information is of the utmost importance to you and your family, as well as the City.

You must promptly report to OD & HR Department changes in your name, home address, telephone numbers, and emergency contact. Changes in marital status, number of dependents, resident status, designation of beneficiaries for insurance, retirement, or other benefits, should be made promptly as well. To revise the number of exemptions on your W-4 for income tax purposes, contact the OD & HR Department.

You must also report to OD & HR Department any additional schooling, training, certificates, or degrees earned during employment, any changes in social security or driver's license numbers, and any arrest for any offense other than a minor traffic offense.

## **LACTATION PROGRAM**

The City of Brownsville promotes a family-friendly environment. This includes supporting employees who wish to express breast milk in the workplace. To request lactation support, an employee should contact the OD & HR Department for advice and assistance.

For a period up to one year from the birth of a child, an employee's needs related to expressing breast milk in the workplace will be supported. This support in most cases will include providing access to a private, secure room with suitable lighting and electricity, nearby access to a sink with running water, and refrigerated storage.

Non-exempt employees will primarily use their normally scheduled break times and lunch period for milk expression. Any additional time used for milk expression will be unpaid time. Break times can be combined and redistributed if needed and as agreed upon by the employee and her supervisor.

The sharing of any information related to an employee's expression of breast milk in the workplace will be restricted to those who have a need-to-know and in all other ways will be treated confidentially.

## **VIOLENCE PREVENTION**

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

Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. However, the City will not prohibit an employee who holds a license to carry a handgun under Subchapter H, Chapter 411, of the Texas Government Code, who otherwise lawfully possesses a firearm, or who lawfully possesses ammunition from transporting or storing a firearm or ammunition the employee is authorized by law to possess in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the employer provides for employees. Further, employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business.

If you witness or suspect any employee or visitor is in violation of these prohibitions, immediately report the facts to your supervisor or your Department Director. No retaliation will be taken or tolerated against any employee who reports a suspected violation.

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

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

## **SOCIAL MEDIA**

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

If you maintain a Web site or are writing a blog that will mention the City of Brownsville and/or our operations, services, employees, suppliers, vendors, and citizens, identify that you are an employee of the City of Brownsville and that the views expressed are yours alone and do not represent the views of the City. You are not authorized to speak on behalf of the City, or to represent that you do. Our logo may not be used without written permission from the City Manager. This is to prevent the appearance that you speak for or represent the City. If you are maintaining a website or writing a blog that will mention our City and/or our operations, services, employees, suppliers, vendors, and citizens, alert your manager.

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

The City expects you to write knowledgeably, accurately, and professionally about our operations, services, employees, suppliers, vendors, and citizens. Your interaction on social media can result in the public forming harmful opinions. Avoid any behavior that will reflect negatively on the City's reputation. Unfounded or derogatory statements, misrepresentations, as well as any commentary, content, or image that is defamatory, pornographic, proprietary, harassing, or libelous will result in corrective action and/or separation of employment.

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

## SECURITY

Bringing guests, vendors and former employees to any work area is prohibited unless authorized by a supervisor or a manager. Visitors may only be admitted to City Hall or another facility through the main entrance. You are responsible for assuring that anyone you take beyond a reception area has proper authorization.

## SECURITY INSPECTIONS

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

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

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

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

## **IDENTIFICATION BADGES**

An identification badge with the employee's picture is issued to all employees. If you lose your badge, promptly notify your Department Director and the OD & HR Department. Identification badges are the property of the City and must be returned to the OD & HR Department upon separation of employment. In cases of suspension, employees may be asked to return their badge for its duration.

## **BREAK AREAS**

Employees who bring their lunch or order in may eat in any break area. Keeping these areas neat and orderly is a responsibility shared by each of us. Your cooperation in cleaning up after yourself is required.

## **PARKING**

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

- Use of City parking lots is at your own risk. The City assumes no responsibility for any damage to or theft of any vehicle or personal property left in a vehicle while on its lots.

## **IN CLOSING**

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Now that you have read this employee handbook, we hope we have answered many questions you might have had concerning your job and the City of Brownsville. Remember that we fully support open communications at the City. If you have a question or a problem, ask your immediate supervisor and give him or her the opportunity to help.

The City of Brownsville and its employees must adhere to all applicable federal and state laws. Every effort has been taken to make sure the information in this handbook is accurate and in compliance with those laws. In the event a conflict exists or develops, the laws will control.

Nothing in this handbook is intended to create, nor is it to be construed to constitute a contract between the City of Brownsville and any of its employees. The City retains the right to make changes to the material contained in this handbook from time to time to meet changing conditions and organizational needs. When this occurs, revisions will be distributed.

On the following page is a form which you must fill out to acknowledge your receipt of this handbook. Please complete the receipt and return it to the OD & HR Department.



**ACKNOWLEDGMENT OF RECEIPT OF THE  
EMPLOYEE HANDBOOK**

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I have received a copy of the City of Brownsville "Employee Handbook" which contains a synopsis of the City's policies and guidelines related to my employment. I understand that I am to read, become familiar with and comply with these policies and guidelines. If I have a question regarding the interpretation of these policies and guidelines, I will contact my immediate supervisor for clarification.

I understand that this handbook is not an expressed or implied contract of employment and that it does not create any rights in the nature of an employment contract. Rather, this handbook is an overview of policies related to my employment. I or the City can terminate my employment at any time, with or without cause and with or without notice.

I also understand that the City of Brownsville reserves the right to modify, revoke, suspend or terminate any of the plans, policies, rules, or procedures described in this handbook, at any time, with or without notice. By accepting or continuing employment with the City I agree to comply by any such changes as the City may implement and no further consent from me shall be necessary.

Employee Signature:

\_\_\_\_\_  
Printed Name:

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