

Exhibit B

CITY OF AUSTIN PERSONNEL POLICIES

**CIVIL SERVICE
FIREFIGHTERS AND POLICE OFFICERS**

AUSTIN CITY COUNCIL

MAYOR

Will Wynn

MAYOR PRO TEM

Betty Dunkerley

COUNCIL MEMBERS

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Mike Martinez, Place 2

Jennifer Kim, Place 3

Brewster McCracken, Place 5

Sheryl Cole, Place 6

CITY MANAGER

Toby Hammett Futrell

MEMORANDUM

To: Civil Service Employees

From: Joe Canales, Director of Human Resources and Civil Service

Subject: Personnel Policies

The Personnel Policies are divided into two chapters; Chapter A for Non Civil Service and Chapter B for Civil Service. This Personnel Policies Manual contains policies for City of Austin Civil Service employees. The manual includes revisions approved by the City Council on May 23, 1996. These policies are effective as of August 1, 1996. Future amendments to the policies will be distributed for inclusion in this manual.

These policies are not a legal contract of employment. The policies do provide information that will assist you in your job.

We congratulate you on your chosen field as a Civil Service public servant and wish you great success.

Joe Canales
Director
Human Resources and Civil Service

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- **NOTE:** Policies related to compensation are dependent upon the City Council's approval of the Budget on an annual basis. For current information, please contact the Employee Relations Division of the Human Resources Department.

PREAMBLE

These Personnel Policies are approved by the City Manager and the Austin City Council as provided in Article IX, Section 3 of the Charter of the City of Austin. Chapter A of these Policies applies to non-Civil Service employees who, as affirmed by the citizens of Austin in a 1993 referendum, are at will employees. Chapter B of these Policies applies to Police and Fire department Civil Service employees who are covered by the Civil Service Act in Chapter 143 of the Texas Local Government Code.

The purpose of these policies is to provide a set of principles for establishing and maintaining harmonious and productive City employee relationships in the conduct of City business.

The fundamental objectives of good personnel administration as supported by these policies include:

1. To promote and increase effectiveness, efficiency and high quality performance in the service of the City through systematic performance planning and review.
2. To provide for fair and equal treatment of applicants and employees in accordance with appropriate legislation and judicial mandates.
3. To provide a program of recruitment, selection and advancement that is based on qualifications and demonstrated performance in order to make the service of the City attractive as a career and encourage each employee to render his/her best services to the City.
4. To establish and maintain an equitable and uniform plan of position classification and compensation based upon the relative duties and responsibilities of positions in the service of the City.
5. To motivate employees to work toward the goals of the City administration by providing optimum working environments and relationships, opportunities for achievement, recognition and growth.
6. To safeguard the employee's right to be treated with respect, dignity, equity and fairness.

CHAPTER B: CIVIL SERVICE EMPLOYEES

1. MANAGEMENT RESPONSIBILITIES

It is the obligation of the City Council and City management to administer responsibly the City's resources for the benefit of the citizens of Austin. These Policies recognize that the City Manager and the Department Heads of the Fire and Police Departments must exercise the inherent responsibilities of municipal management to fulfill this obligation.

In approving these Policies for the Civil Service employees of the Fire and Police Department, the City Council acknowledges that a well trained, productive workforce working in a safe, healthy and positive work environment is a significant resource, but holds City management accountable for retaining and exercising their inherent management responsibilities. These include, but are not limited, to the following:

- A.** Establishing, directing and evaluating the services and programs provided by the departments to the citizens of Austin, including the nature and level of such Services and programs, as well as the type and quantity of resources allocated thereto.
- B.** Managing and supervising the workforce in all respects, including selection, discipline, promotion, demotion and discharge of employees; scheduling, allocation and assignment of employees; and establishment and enforcement of standards of conduct and performance.
- C.** Fulfilling, in a responsible and cost effective manner, all legal, statutory and Charter obligations of the departments, including the establishment and implementation of departmental policies, goals, objectives, rules and regulations as well as the acquisition of goods and services appropriate for fulfilling those responsibilities.

II. CONDITIONS OF WORK

A. DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

1. Discrimination

As an Equal Employment Opportunity (EEO) employer, the City will conduct its staffing activities: selection, promotion, demotion, transfer, training and separation, in accordance with established federal, state and local EEO laws and regulations as they affect the City. The City of Austin will employ positive business and personnel practices designed to ensure equal employment opportunity.

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individuals' AIDS, AIDS Related Complex or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

Every manager and supervisor is expected to implement this policy through uniform and consistent employment practices. Management is also responsible for maintaining a professional working environment free of intimidation, sexual harassment, racial harassment, other forms of harassment and discriminatory conduct.

2. Harassment

The City is committed to promoting a work environment that is free of harassment. Harassment is abusive, obscene or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass or injure another. Employees who engage in such conduct while on duty or on City premises will be subject to discipline.

While on duty or on City premises, employees shall not use obscene or abusive language or offensive gesture in their communication with coworkers or members of the public; employees shall not by oral, written, electronic or other means of communication threaten or intimidate coworkers or members of the public; and employees shall not physically endanger, intimidate or injure coworkers or members of the public. Such conduct will not be tolerated.

3. Sexual Harassment

Sexual harassment, which is any unwelcome sexual conduct which occurs under one or more of the following conditions, is prohibited and shall not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature will be considered harassment when:

- a. Submission to such conduct is made either openly or by implication a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that person; or
- c. Such conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

Any manager, supervisor or employee who engages in such objectionable conduct is subject to discipline up to and including termination.

Sexual oriented jokes, remarks, gestures, or pictures may be offensive to other employees and will not be tolerated.

4. Reporting Violations

Employees who experience discrimination, sexual harassment, another form of harassment or who become aware of a threatening situation as described in this policy should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact their Assistant Department Head or Department Head or the Director of Human Resources. If an employee is aware of a threat of imminent physical harm to him/herself, another employee or member of the public, the employee should attempt to remove him/herself from the dangerous situation and immediately notify appropriate emergency personnel by calling "911". The employee should report this emergency call to his/her supervisor or management immediately.

No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting violations to this policy in good

faith. The procedure for complaining about discrimination and harassment based on race, creed, color, national origin, sex, age, religion, veteran status, sexual orientation, disability, AIDS or HIV status, is found in Section IV.C. of these policies. The procedure for addressing complaints about general grievance issues, including other forms of harassment, may be found in Section IV.B.

B. EMPLOYEE CONDUCT

Employees while on duty are at all times individually responsible for conducting themselves in a professional and ethical manner and for treating coworkers and members of the public with respect and dignity. The intent of this policy is to make a clear statement that unprofessional and abusive behavior will not be tolerated in the workplace.

In addition to the provisions in these policies, employees are responsible for complying with any other federal and state laws or regulations or local ordinances governing their conduct. This includes but is not limited to the City Charter, City Code sections 2-3-62 through 66 (*Standards of conduct, Prohibition on conflict of interest, Disclosure of conflict of interest, Substantial Interest of Relative and Misuse of official information*)

C. TIME AND ATTENDANCE

1. Hours of Work

The hours during which City offices and departments are open for business shall be determined by the City Manager. Department Heads shall implement schedules to meet these general requirements and to provide for other specific requirements of the department. Individual employees may be directed to work special hours or shifts as determined by the needs of the department. Work schedules must be posted in all departments with continuous operation or rotating shifts.

2. Attendance

Employees shall be required to be at their places of work in accordance with work schedules established by their department. Employees are ex-

pected to be at their work place or on official duty during City business hours or be officially excused by their supervisors. Any employee who fails to report, is habitually tardy, leaves the workplace without proper authorization or misuses leave may be subject to disciplinary action. All departments shall maintain attendance records.

3. Overtime

All employees shall be required to work overtime when necessary as determined by departmental management. Specific overtime assignments shall be rotated and allocated as evenly as possible among employees qualified to do the work. Employees are expected to respond to a reasonable request to work overtime and may be subject to disciplinary action for failing to stay or report for overtime work.

D. SAFETY

The City of Austin recognizes the importance of the health and safety of its employees and will provide a safe and healthful environment in which to work. Employees will not be required to perform hazardous duty without first receiving training concerning the hazard, the proper work methods, and any appropriate measures or equipment to be used.

Management will provide health and safety programs including, but not limited to: violence prevention, facility inspection, sanitary facilities, emergency evacuation, first-aid, defensive driving, hazard identification and evaluation, and environmental protection. Employees are expected to participate in safety programs and are required to observe rules, regulations, and instructions as determined by management

E. WEAPONS

Employees, with the exception of licensed peace officers employed by the City as peace officers, are prohibited from possessing or storing a concealed handgun or other weapon (*see definitions*) while on duty or performing services for the City, or while in City uniform or in a City vehicle, regardless of whether the employee is on City property or not.

While off duty, employees other than licensed peace officers employed by the City as peace officers are prohibited from possessing or storing a con-

cealed handgun or any other weapon on the property leased, owned or controlled by the City of Austin; to the extent pre-empted by state law, this sentence shall not apply to City parks, political rallies, political meetings and parades. This paragraph does not apply to public streets or side walks, nor does it prohibit an off duty employee from traveling through the airport and transporting firearms, as long as the transportation is in compliance with the laws.

Employees who violate this policy may be disciplined up to and including termination of employment.

F. WORKING CONDITIONS

Management has the responsibility of maintaining efficiency within the operation, determining the methods of operation, scheduling events, and scheduling employees to accomplish the mission and objectives of work groups. Whenever possible, a committee will be established in each department and/or division, as appropriate, to review and actively solicit the recommendations of all employees concerning improvement of safety, efficiency and productivity, according to guidelines provided by the City Manager.

Employees will be furnished the necessary vehicles, tools, equipment, facilities and supplies to accomplish their assignments and will be expected to follow appropriate rules and guidelines for the use of such material and facilities.

In some cases, certain personal items of clothing, items for personal protection (i.e. gloves, shoes, glasses, etc.) or tools may be established as a requirement in specified areas to be provided by the employee. Certain jobs may require the use of personal vehicles for which reimbursement will be made based on the rate schedule in effect.

Employees should arrange their personnel affairs to minimize interference with individual or group work performance. This includes personal visits of friends and relatives, phone calls and requests for absence from work for personal finance, medical, or other reasons. Employees may request paid time off to conduct Human Resources-related business such as Workers Compensation claims, transfer applications, discrimination complaints, grievances and insurance claims.

G. USE OF CITY RESOURCES

Employees are prohibited from using City facilities, equipment, supplies, employee time, or any other City resource for personal use except to the extent that such resource is available to the public. City resources which may not be used by employees for personal use include but are not limited to the following: computers, internet accounts, e-mail and voice mail systems, telephones, facsimile machines, copiers, postage machines, vehicles, office space, desks and filing cabinets. These resources are dedicated to City business, and City management shall have full access to both the resources and any contents thereof at all times. Employees have no legitimate expectation of privacy when using these resources.

Department Heads may allow employees limited use of telephones for local calls while ensuring that the operational needs of the department are being met.

H. SOLICITATION AND ACCEPTANCE OF GIFTS

City employees shall not be permitted to solicit funds for any purpose on the job without the express approval of the Department Head and the City Manager.

No City employee shall accept or solicit any gift or favor, that might reasonably tend to influence that individual in the performance of official duties or the official or employee knows or should know has been offered with the intent to influence or reward official conduct..

I. WORKING RELATIONSHIPS

It shall be the responsibility of employees to perform the duties of their positions at a level of cooperation, efficiency and economy acceptable to their department and the City. Department Heads and supervisors shall plan, organize, and direct the work of their units to achieve the objectives of the department, including the establishment of performance standards which will be periodically evaluated.

1. When work habits, production, or personal conduct of an employee needs improvement or change, supervisors should use appropriate discipline or counseling measures.

2. If any question arises concerning the validity of a supervisor's order, employees shall complete the tasks assigned unless:
 - a. The health and/or safety of the employee, co-worker or other person is endangered or
 - b. The order is illegal or unethical.

If the supervisor and employee are unable to informally resolve their disagreements, the formal compliant procedure may be used.

J. HEALTH FITNESS

It shall be the continuing responsibility of each employee to maintain the standards of physical and mental health fitness required for performing his/her position. When a question arises about an employee's physical and mental fitness for duty, the Department Head may direct the employee to submit to a mental and/or physical examination to be submitted to the Civil Service Commission in accordance with Section 143.081 of the Texas Local Government Code.

When an employee is no longer able to meet the standards of mental and health fitness required for performing the duties of his/her position due to an injury received on the job, it shall be the responsibility of the management to assist the employee in obtaining other employment in the City for which he/she is qualified. Such assistance may include identifying outside training opportunities and/or providing on the job training, whenever possible, to fulfill this commitment. This will be conducted in compliance with procedures established by the Director of Human Resources.

K. OUTSIDE EMPLOMENT

All City employees are prohibited from engaging in other employment which would interfere with the performance of their City duties and are prohibited from engaging in other employment which would represent a conflict of interest.

L. ASSIGNMENT OF WAGES

The City shall not be obligated to recognize any assignment of wages or funds by its employees or agents. (See Article XII, Section 6, City Charter.)

M. PAYROLL DEDUCTION

An employee has the right to request the Director of Finance to make regular deductions from his/her check for any purpose approved by the City Manager or City Council.

N. WITHHOLDING OF WAGES FOR PAST DUE TAXES

An employee's wages may be withheld pending settlement or discharge of back taxes, hospital bills, utility bills or any other debt owed to the City as specified in the City Code of 1992, as amended, (sec. 5-1-2).

O. BOARDS AND COMMISSIONS

Employee participation on City-sponsored Boards and Commissions will be regulated according to appropriate City ordinances and or administrative regulations.

P. DRUG-FREE WORKPLACE

In order to ensure the safety and well-being of its citizens and employees, and to comply with the Drug-Free Workplace Act of 1988 and the Texas Workers' Compensation Act. All city work sites shall be free of drugs, alcohol and inhalants. The unlawful manufacture, distribution, dispensing, possession or use of inhalants or controlled substances or the possession or use of alcohol in the workplace or while on duty is prohibited.

City employees shall not report to work, remain on duty, or be on call for duty while under the influence of drugs and alcohol. It is also the policy of the City of Austin that employees shall not have their ability to work impaired as a result of the use of alcohol or drugs. All employees are required to comply with this policy. Any employee engaged in such activities will be subject to disciplinary action for misconduct, up to and including termination. With respect to use and possession of alcohol, this policy may be waived by the City Manager.

The Director of Human Resources will inform employees of the existence and contents of a Drug-Free Workplace policy and possible consequences of violation of its requirements. The Director of Human Resources will also approve and establish a drug awareness program and will inform employees of the program's services, the dangers of alcohol, inhalants and drugs, and the availability of drug counseling and rehabilitation resources.

Employees who are convicted of any alcohol, inhalant, or drug violation which occurs in the workplace or while on duty must report the conviction to their Department Head and to the Director of Human Services within (5) calendar days of the conviction. For this purpose, "conviction" includes any finding of guilt or imposition of sentence; it also includes deferred adjudication and a plea of *novus tenet*. Employees who are convicted of any alcohol, inhalants, or drug violation which occurs in the workplace or while on duty may be subject to disciplinary action, up to and including termination, or be required to participate satisfactorily in a substance abuse or rehabilitation program approved by the City. Substance abuse treatment programs are available in the community and may be covered by the employee's health care program.

Q. NEPOTISM

No person related within the second degree by affinity or consanguinity to the Mayor, any member of the City Council, or the City Manager shall be appointed to any office, position, clerkship or other service to the City. This prohibition shall not apply, however, to any person who shall have been continuously employed by the City for a period of two years prior to the election of the Mayor or Councilman or appointment of the City Manager so related to him. In addition, the City Manager shall not approve the appointment of any supervisor's work group, any person who is related within the second degree by affinity or consanguinity to that supervisor, nor shall the appointment of any member of the immediate family of any Department Head be approved unless the City Manager shall determine the necessity thereof because of the lack of qualified applicants for such position.

R. REPORTING FRAUD OR OTHER ILLEGAL ACTS

Any City employee who has reason to believe that there may have been an instance of fraud, or other illegal act in connection with a City program, function or activity shall report it immediately to their supervisor or manager or to their Department Head, the City Manager's office or the City Auditor as soon as possible.

Reports will be investigated as expeditiously as possible in accordance with procedures issued by the Director of Human Resources. Where investigation confirms that fraud or another illegal act has occurred, appropriate corrective

action will be taken. Employees who commit fraud or other illegal acts will be subject to disciplinary action up to and including indefinite suspension, and will not be eligible for rehire.

Employees who report incidents of fraud or illegality or who assist in an investigation shall be protected from retaliation of any sort. However, any employee who assists in an investigation but who is found to have participated in the illegal act or fraud being investigated remains subject to discipline. In addition, if it is determined that a report was not made in good faith or that an employee intentionally provided false information regarding an allegation, disciplinary action will be taken.

Any employee who believes that he/she has experienced retaliation for making a report or assisting in an investigation shall report this as soon as possible to the Department Head, Director of Human Resources, or to the appropriate Assistant City Manager.

III. COMPENSATION

It is the policy of the City of Austin to provide equitable compensation for its employees in the form of pay and fringe benefits in order for the City to attract and retain qualified individuals for all positions.

A. WAGE AND SALARY

1. Purpose of the Plan

The Position Classification and Pay Plan as established by ordinance is the basis for administering the City classified service. The purpose of the plan is to assure that each job in the classified service is paid at a rate appropriate for the level and type of work performed, both in relation to other positions in the service and to the City's competitive labor market. Copies of the plan, individual job specifications, and pay schedules are considered public documents and are available in the Human Resources Department for review.

2. Maintenance of the plan

The Director of Human Resources shall be responsible for continuous maintenance and administration of the plan to assure that the purpose

of the plan is fulfilled as work requirements change in the various departments and as conditions change in the labor market. The Director of Human Resources shall further be responsible for determination of those positions which are eligible for overtime pay as provided in the Personnel Policies and those executive, administrative, professional, and other positions which are exempt from those provisions.

Any classification study or appeal conducted will include a review of all pertinent data provided by employees and/or departmental management.

Other information on classification studies is covered in personnel procedures.

3. Use of Position Title

All positions are designated by titles on all official records, payrolls, and communications. No position will carry an official title which has not been approved by the Director of Human Resources as being appropriate to the duties performed.

4. Continuous Study of Pay Rates

Prior to the preparation of the City's annual operating budget, the Director of Human Resources shall prepare an analysis of prevailing rates of pay for comparable public and private employment in the area and at large, taking into consideration cost of living factors, budget effects of various alternative pay plans and other factors which maybe pertinent in recommending changes in the plan. On the basis of this information, the director shall recommend to the City Manager change -s in pay policy or in the pay plan necessary to keep the classification and pay plan current, uniform and equitable. Recommended changes in pay policy shall become effective when approved by the City Council.

5. Promotion or Demotion

When an employee in one grade is promoted or demoted to a position in another grade, all changes in rate of pay shall be in accordance with established procedures.

6. Payment of Overtime *

a. Exempt Employees

Exempt employees are salaried employees and except as provided, are not eligible for overtime compensation. However, the Director of Human Resources may in some cases approve additional compensation for exempt employees.

b. Non-exempt Employees

Non-exempt employees will be compensated for any overtime worked when such compensation is required by law. Generally, overtime is time worked in excess of forty (40) hours in a week. However, a Department Head may utilize any overtime standard permitted by law if the director of Human Resources has approved it. Employees will not be permitted to donate work time to the City.

Overtime will be paid at one and one-half times the employee's regular rate of pay. A Department Head may choose to use compensatory time in lieu of cash payment for some or all of the department's employees. Before the overtime is worked, employees must be informed that it will be compensated with compensatory time off rather than cash. Compensatory time shall be credited at the rate of one and one-half hours for each hour of overtime worked. A non-exempt employee may accrue up to 120 hours of compensatory time. Any additional overtime worked will be paid in cash.

An employee who requests the use of accrued compensatory time shall be permitted to take such leave within a reasonable period after making the request, unless the employee's absence would unduly disrupt the operations of the department.

7. Educational Incentive Pay

It is the policy of the City to encourage the professional development of its Civil Service employees by providing an educational Incentive Payment Program based on the approval of funding by Council.

* See footnote at Table of Contents.

These employees shall receive additional monthly payments for credits earned in accredited college or university programs. Eligibility shall be determined and payments made in accordance with budget limitations and procedures established by the Police and Fire Departments.

8. Method of Payment

Pay periods and dates of payment shall be set by the City Manager. Exempt employees are salaried. Non-exempt employees are paid for the actual number of hours worked during each work week plus any authorized paid leave.

9. Terminal Pay

All employees who leave the service of the City for any reason shall receive all pay which may be due them with the following qualifications:

- a. Employees who give less than ten working days notice of resignation shall forfeit all of the vacation time accrued in the years prior to the year of their resignation, unless mutual agreement is reached between the Department Head and the employee.
- b. Separation date for all employees shall be the last day of actual work or approved leave. Terminal pay received by an employee shall not be construed to extend his/her employment with the City beyond the separation date.
- c. Failure to return City issued equipment, uniforms, material or other items may result in delay in terminal pay. Terminal pay may also be delayed due to any pending investigation of an employee.

B. BENEFITS

The Director of Human Resources will review the City's employee benefits program on an annual basis. The Director of Human Resources will submit to the City Manager recommended changes to the benefits program as part of the wage and benefits package or as necessary throughout the year. Rec-

ommended changes to the benefits program shall become effective when approved and funded by the City Council.

1. Leave

Leave may be granted by the Department Head upon request by an employee. Work schedules and operational requirements of the Department are necessary considerations which may preclude granting of leave.

Leave must be reasonably requested and the granting authority has a responsibility to respond in a reasonable time. A leave is granted for a specific period in time and any extension must follow the same procedure required for granting the original leave. Leave which qualifies as family or medical leave is subject to the requirements of section III. B. 1. c.

a. Paid Leave

Paid leave is paid for at the same rate as hours worked during the basic work week and paid leave hours are counted as hours in the employee's work period.

(1) Holidays

The following holidays are declared official holidays for City employees. If a holiday falls on Saturday, it will be observed on the preceding Friday; if a holiday falls on Sunday, It will be observed on the following Monday.

New Year's Day.....	January 1
Martin Luther King, Jr.'s Birthday.....	Third Monday in January
Washington's Birthday.....	Third Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	First Monday in September
Veteran's Day.....	November 11
Thanksgiving Day.....	Fourth Thursday in November Friday after Thanksgiving
Christmas Eve *.....	December 24
Christmas Day.....	December 25
Personal Holiday**.....	Open

* Christmas Eve is observed as an official City holiday only when it occurs on Monday-Thursday.

** Day off at the employee's choice taken at any time with the approval of the Department Head following appointment to a Civil Service position.

(a) As many employees as possible will be given each holiday off. Employees who are regularly scheduled to work on holidays shall have holiday hours added to their exception vacation account or shall be paid for the holiday.

(b) Exception Vacation hours are hours which are banked in a separate leave account for an employee when the employee works on a holiday. Employees may request to use these hours under the provisions of vacation leave under Section III.B.1.a.(2). Upon separation, employees will receive payment for exception vacation hours at their hourly rate up to their accrual limit. Departments determine whether they will pay for holiday hours worked or place them in exception vacation leave for their employees.

(c) Employees who work on December 25 will be paid time and one-half their hourly rate for hours worked. When December 25 is also the observed Christmas holiday, employees who work on December 25 will be paid for the Christmas holiday in addition to the payment for their regular hours worked on that day.

(d) When the Christmas holiday is observed on a day other than December 25, employees who work on the observed holiday will be paid their regular rate for hours worked and either be paid for the holiday or have the hours added to their exception vacation account. Employees whose regular day off is on the observed Christmas holiday, will either be paid for the holiday or have the hours added to their exception vacation account

(e) When an employee's regular day off falls on a holiday, the holiday hours will be added to the employee's exception vacation account or the employee shall be paid for that day.

(f) Regardless of the number of hours in an employee's work day, the maximum number of hours paid for a holiday is eight (8).

(g) An employee who is absent without authorization on his/her last scheduled work day before a holiday or the first scheduled work day after a holiday, shall not be paid for the holiday.

(h) When the City Council declares a special holiday, it shall be observed as provided above.

(2) Vacation Leave

Upon completion of fifteen years continuous service, employees shall earn increased amounts of vacation time for each month of continuous service. Vacation accrual rates are provided in accordance with State law and City Council approval.

Upon Completion of:	Days Accrued Per Month:
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15 years	1.375 days
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20 years	1.5 days
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Vacation may be granted to an employee by a supervisor for any purpose determined by the employee. Vacation may be taken as family or medical leave under Section III.B.1.c.

(a) Official holidays occurring during an employee's vacation shall not be charged against vacation.

(b) The maximum allowed accrual of vacation time is thirty days. However, the City Manager or his/her designee may waive this limitation if the needs of the City preclude the taking of any excess vacation which would otherwise be lost because of this limitation. Department Heads may establish limits on the amount of continuous vacation time which can be granted to an employee, based on operational necessity.

(c) A Department Head and/or his/her designee shall schedule an employee's vacation, giving consideration to the ability of the remaining staff to perform the work of the department except when the vacation is taken as family or medical leave under Section III.B.1.c. The employee has the responsibility to assure that the leave request is made within a reasonable length of time prior to the commencement of the leave. Management has the responsibility to respond to this request in a timely manner according to established guidelines.

(d) Accrual of vacation time begins immediately upon employment in a Civil Service position.

(e) Department Heads may establish minimum intervals of vacation time to be taken by employees.

(3) Sick Leave

Sick Leave may be accrued without limit. Sick leave is accrued 24 pay periods in the calendar year.

(a) Sick leave may be allowed in case of doctor appointments, personal illness, or physical incapacity of an employee. It may also be allowed when an employee is required to care for a member of his/her immediate family who is ill or incapacitated due to a medical condition. Sick leave may also be taken as family or medical leave under Section III.B.1.c.

(b) To receive paid sick leave, an employee shall communicate with his/her immediate supervisor, Department Head or designee, within time limits established by the Department Head.

(c) Sick leave can be taken in intervals of one-quarter hour for all time absent during the regular work day. Official holidays and regular days off shall not count against sick leave. Employees are eligible to take sick leave intermittently or on a reduced leave schedule only when medically necessary.

(d) An employee who is pregnant should be allowed to use her accrued sick leave and vacation for maternity purposes for a reasonable time prior to the expected date of delivery and for a reasonable time following delivery as determined by the employee and the employee's physician, if the employee intends to return to employment with the City. If the employee does not plan to return to work, the provisions of these policies regarding terminal pay under Section III.A.9 shall be applicable.

(e) After an employee's accrued sick leave has been exhausted, vacation may be used as sick leave upon request from the employee. When absence due to illness exceeds the amount of total paid leave earned and authorized, the pay of an employee will be discontinued until he/she returns to work. An employee whose paid leave has been exhausted may be entitled to unpaid leave under the Family and Medical Leave Policy, (See Section III.B.1.c.). (The employee will be placed on unpaid leave as of the day following the last day of paid leave.) Sick leave will not be advanced.

(f) Employees who become ill during vacation may request that vacation be temporarily terminated and time charged to sick leave. Such leave will be charged to sick leave or medical leave as appropriate.

(g) A Department Head may require satisfactory proof of the proper use of Sick leave and disallow sick leave in the absence of such proof. An employee who misuses sick leave should be counseled; If the misuse continues, the employee is subject to disciplinary action, in accordance with the Civil Service Commission Rules and Regulations. An employee, who is on sick leave for five consecutive working days or more, or a lesser time period established by the Department Head, must provide a Return to Work Release from the employee's health care provider before the employee will be permitted to return to work. The Return to Work Release must state that the employee is able to resume work.

(4) Military Leave

An employee who is a member of the state military forces or a reserve component of the armed forces will be granted up to fifteen (15) days of paid leave per federal fiscal year for days on which the employee is engaged in authorized training or duty ordered or authorized by proper authority, subject to the following conditions:

- (a) All requests for leave must be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work.
- (b) Leave pay will not be granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled.
- (c) Travel time included in the orders and paid for or reimbursed by the service may be counted as military leave.
- (d) Military leave will not be granted for diagnosis or treatment of any service-connected sickness or disability, for obtaining or sustaining any disability rating, or for treatment in any government facility.
- (e) Time required for physical examinations for selection or admission to the Military Service to determine or maintain a selective service rating, or to maintain a reserve status, will be counted as military leave. Pay will be limited to the regularly scheduled hours lost.
- (f) Time required over and above the maximum allowed must be taken as vacation, zero time, or leave of absence.

(5) Administrative Leave

A Department Head may grant an employee administrative leave for a purpose approved by the City Manager. Examples of administrative include but are not limited to: blood bank donations,

work hours lost on the day of an on the job injury , power failure, bomb threat, reduced work day by administrative directive, visits to other cities on City business, etc. Time off, when necessary, to vote in National, State County and Municipal elections shall also be considered administrative leave. Time charged to administrative leave will be shown as regular time worked.

(6) Court Leave

Court leave will be granted to all employees for the purpose of appearing as a juror, witness or other official participant in the proceedings of a legally recognized court or other body having power of subpoena, if an employee is not a party to the proceedings. The employee must provide a copy of the document requiring attendance in court with his/her leave request. This maybe in the form of a jury notice, subpoena, letter of request from the defense or prosecuting attorney, request of the hearing officer, etc. This leave will not be charged against sick leave or vacation.

(7) Emergency Leave

Employees may be granted emergency leave for a period not to exceed three consecutive work days (excluding an employees Scheduled time off) in case of a death in their immediate family. This leave will not be charged against sick leave or vacation.

Emergency Leave is for the purpose of attending funerals, making arrangements, or otherwise attending the affairs of the deceased. An employee maybe requested to provide information which will document the necessity of the absence. Additional time off, if approved, must be taken as vacation or unpaid leave.

b. Unpaid Leave

The granting of unpaid leave is subject to the approval of the Department Head or City Manager. The requesting employee must justify in writing any request for unpaid leave. When an unpaid leave exceeds two weeks in any month, service credit for all employment privileges shall cease until the employee returns from leave.

If an employee fails to return to work at the time specified in the application for unpaid leave and does not provide a reasonable excuse and notice to his/her department, that employee may be subject to disciplinary action in accordance with Civil Service Commission Rules and regulations.

This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or the employee's position is eliminated through a reduction in force, the commitment to return the employee to a position with the City will cease on the day the employee is terminated or the position is eliminated.

While on leave of absence, sick leave and vacation leave cannot be accrued or used.

The employee's service credit is adjusted upon return from unpaid leave by the amount of leave taken.

When unpaid leave qualifies under the Family and Medical Leave Policy, it also is subject to the requirements of Section III.B.c.

(1) Zero Time

A Department Head may authorize an unpaid absence of one week or less as an extension of sick leave or vacation when those benefits are exhausted.

Such leave shall be known as zero time and does not require that the employee separate from the City as with the Leave of Absence (above). In certain cases zero time may exceed forty hours, in which case the employee will forfeit a portion of accrued personal and sick leave according to leave penalty calculation tables. An employee who exceeds forty hours zero time in a pay period should be placed on leave of absence if appropriate. Zero time may also qualify under the Family and Medical Leave Policy (See Section III.B.1.c.).

(2) Leave of Absence

Employees may be granted a leave of absence for illness, disability, pregnancy, political activity, educational purposes, military duty or for any other legitimate purpose. Employees must provide justification for requesting the leave to their Department Head.

Leaves of thirty days or less may be approved by the Department Head. Leaves of more than thirty days must be approved by the Department Head and the City Manager or his/her designee.

An employee who is requesting a leave for one of the reasons listed in Section III.B.1.c.(1), but who has exhausted family and medical leave (see Section III.B.1.c.), may be granted a leave of absence. Leaves of absence of up to thirty days beyond the twelve week family and medical leave allocation may be approved by the Departmental Head. Any leave of absence for more than thirty days beyond the twelve week family and medical leave must be approved by the Department Head and City Manager or his/her designee. Extensions for the same purpose as the leave was originally granted may be approved by the City Manager or his/her designee for any period of time not to exceed a total absence of one year. Leaves of one year may not be renewed.

Employees who volunteer for military service or who are called to service by military authorities at any time, shall be granted military leave of absence. An employee on indefinite military leaves who does not accept reappointment with the City in his/her same or comparable position within ninety days after the date of release from active duty shall be considered to have resigned from the City.

c. Family and Medical Leave Policy

Employees who have been employed for at least twelve months, and who have worked at least 1,250 hours during the preceding twelve-month period are eligible for family and medical leave as required under the Family and Medical Act (FMLA) of 1993. Except for those

employees designated as “key employees,” employees will be returned to the same or an equivalent position upon their return from leave.

(1) Conditions

All eligible employees shall be granted family or medical leave consisting of unpaid leave, and when requested and appropriate, accrued sick leave and/or vacation, for a combined total of up to twelve weeks during the calendar year for the following reasons:

(a) Family Leave

1. The birth of the employee’s child and in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;

(b) Medical Leave

1. To care for a husband, wife, domestic partner, child or parent who has a serious health condition;
2. A serious health condition that renders the employee incapable of performing the functions of his or her job.

Employees are eligible to take medical leave intermittently or on a reduced leave schedule on when medically necessary. Employees are not entitled to take family leave intermittently or on a reduced leave schedule unless approved by their Department Head.

Any family leave must be taken within twelve months from the date of the birth or placement of a child for adoption or foster care.

If medical leave is requested, the employee may use accrued sick leave. After an employee’s accrued sick leave has been exhausted, vacation may be used as sick leave upon request of the employee. If family leave is requested, the employee may use accrued vacation. For the birth of the employee’s child and in order

to care for the child, the employee may use accrued sick leave as allowed under section III.B.1.a.(3)(d).

In the event that appropriate paid leave is exhausted, the remainder of the family or medical leave period will consist of unpaid leave. Any use of accrued leave under this section will count toward the 12 week annual family and medical leave allotment.

(2) Request for leave

An employee should request leave in writing. An employee who intends to take family or medical leave for planned medical treatment must submit a request to their Department Head at least thirty days before the leave is to begin. The request must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. When it is not practicable under the circumstances to provide thirty days advance notice, the employee must give notice to the Department Head as soon as possible but not later than two business days after the employee learns of the need for the leave.

A Department Head may require satisfactory proof of the proper use of medical leave and may disallow medical leave in the absence of such proof.

(3) Benefits Coverage During Leave

While on family or medical leave, employees have the option to continue health and other benefits coverages under the same conditions that applied before the leave began. For coverages to continue, employees shall continue to pay premiums that they would be required to pay if they were actively at work. Failure to pay the premiums may result in loss of coverage.

(4) Return to Work

Other than key employees under certain circumstances, employees eligible for family and medical leave will be returned to their old position or to a position with equal pay, benefits, and other terms and conditions of employment. The City cannot guarantee

that employees will be returned to their original jobs. The City will determine whether a position is an equivalent position.

An Employee on medical leave for five consecutive working days or more for his/her serious health condition, must provide a Return to Work Release from the employees health care provider before the employee will be permitted to return to work. The Return to Work Release must state that the employee is able to resume work.

This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an employee's approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or his/her position is eliminated through a reduction in force, the commitment to return the employee to a position with the City will cease at the time the employee is terminated or the position is eliminated.

(5) Failure to Return to Work

Employees who do not return to work after using all family or medical leave will be subject to termination unless additional leave has been requested and granted. Employees should submit a written request for an extension of leave to the Department Head. This written request should be made as soon as the employee knows that he/she will not be able to return on the original return date.

An employee who fails to return to work after the expiration of leave will be required to reimburse the City for the City's portion of health premiums paid during the leave, unless the reason the employee fails to return is a serious health condition which prevents the employee from performing his/her job, or if the circumstances are beyond the employee's control.

d. Absence Without Authorization

Employees who are absent prior to receiving approval to take leave, or

who are absent even though leave has been denied, or who are absent without contacting their supervisor regarding that absence will be considered absent without authorization, and may be subject to disciplinary action. Such absences are recorded on time records in the same manner as zero time.

2. Health Related Benefits

The City is committed to providing cost-effective benefits which assist employees in being physically and mentally healthy. The benefits and services offered by the City may be changed or terminated at any time upon approval of the City Council and do not constitute a guarantee of continued employment with the City.

Benefits are accompanied by eligibility requirements which must first be met by the employee and dependants (if applicable) before being able to be covered. The provisions of, and eligibility for the various benefits are governed by each Plan instrument which may be a Plan document or certificate of coverage, or both.

With respect to medical and dental coverage, life insurance, the employee assistance and wellness programs, the definition of eligible dependent may vary from Plan to Plan. However, in no event, shall employees be permitted to purchase coverage for a dependent who is not among those dependents listed in Article IX, Section 4 of the City Charter.

a. Medical Coverage

The City may offer, if economically feasible, medical coverage for eligible employees and their eligible dependents. Medical insurance may be offered for purchase by the employee and may be subsidized by the City at a level approved by the Council on an annual basis.

b. Dental Coverage

The City may offer, if economically feasible, a dental assistance plan for eligible employees and their eligible dependents. Dental coverage may be offered for purchase by the employee and may be subsidized by the City at a level approved by the Council on an annual basis.

c. Life Insurance

The City may offer, if economically feasible, basic life insurance to eligible employees to help them protect their family in the event of the employee's death. Basic life insurance may be offered for purchase by the employee and may be subsidized by the City at a level approved by the Council on an annual basis. In addition to the basic life insurance, the City may offer eligible employees the opportunity to purchase supplemental life and accidental death and dismemberment insurance for themselves and dependent life insurance for their eligible dependents.

d. Flextra

FLEXTRA is a tax savings program allowed by the Internal Revenue Service Code. Based on Council approval on an annual basis, the City may offer this program to enable eligible employees to deduct eligible premiums on a before tax basis, and to set aside a portion of the employee's salary for dependent care or out-of-pocket health care expenses before tax and other such options as allowed by law.

e. Short Term Disability

The City may offer, if economically feasible, Short Term Disability (STD) coverage to eligible employees to provide them a portion of their salary when they are unable to work as a result of an off-the-job disability. Short-term disability insurance may be offered for purchase by the employee and/or subsidized by the City at a level approved by the Council on an annual basis.

f. Long Term Disability

The City may offer, if economically feasible, Long Term Disability (LTD) coverage to eligible employees to provide them a portion of their salary when they are unable to work as a result of a disability. Long-term disability insurance may be offered for purchase by the employee and/or subsidized by the City at a level approved by the Council on an annual basis.

3. Other Benefits

a. Blood Fund

The City may provide, if economically feasible, an Employee Blood Fund. This fund is intended to reduce reliance on community blood supplies by promoting continual, voluntary blood donations to ease the financial burden on employees who need blood products such as transfusions or plasma.

b. Bus Passes

The City may subsidize, when economically feasible, the cost of bus passes for eligible employees. When this benefit is provided by the City, eligible employees may purchase bus passes at a reduced rate for transportation to work.

c. Child Care Information

The City may offer, when economically feasible, individual consultation and information on community resources for child care. The City may also, when economically feasible, subsidized child care costs for eligible employees.

d. Deferred Compensation

The City may make available a deferred compensation program. The Deferred Compensation Program is a voluntary, tax deferred program designed to help supplement eligible employees' income at retirement. Through this program, eligible employees may designate an amount to be deducted from their gross salary on a before-tax basis each pay period and placed in an investment account selected by the employee.

e. Employee Assistance Program

The City may offer, when economically feasible, an Employee Assistance Program (EAP). This program is a professional, confidential counseling service available to help eligible employees and eligible dependents resolve personal problems. When funding is available, the City will provide this program at no cost to employees.

f. Tuition Reimbursement

The City may offer, when economically feasible, a Tuition Reimbursement Program for eligible employees. The Tuition Reimbursement Program generally supports technical and academic courses at accredited schools and institutions.

g. Wellness

The City may, when economically feasible, invest in the health and well-being of its employees through a wellness program. This program provides eligible employees access to wellness-related activities and programs when funding is approved by the Council on an annual basis.

IV. GRIEVANCES

A. General Statement

It is the City's intent to provide a process by which employee complaints can be addressed and resolved quickly. No employee shall ever be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of filing a grievance or compliant in good faith or participating in the investigation of a compliant. If an employee feels that he/she is being subjected to any of the above, the said employee will have the right to appeal directly to the City Manager or designee, with notice to the Director of Human Resources.

Any employee may file a compliant through the chain of supervision to the Department Head.

B. General Grievance

The Fire and Police Departments shall establish grievance procedures for work related complaints. The procedures shall be adopted by the Department Head of the respective departments and approved by the City Manager.

C. Discrimination Grievance

Any employee who has a compliant based upon discrimination or harassment on the basis of race, creed, color, national origin, sex, age, religion,

veteran status, sexual orientation or disability, including an individual's AIDS or HIV status, may file a grievance.

An employee who feels discriminated against or harassed is urged to contact the Department Head, Assistant Department Head, or the Director of Human Resources as soon as possible. Any employee, supervisor or manager who becomes aware of any such discrimination or harassment should immediately report it to the Assistant Department Head, Department Head or to the Director of Human Resources to ensure that such conduct does not continue.

The Department Head or the Director of Human Resources, as appropriate, is responsible for investigating the complaint and assuring that necessary action is taken. An employee who is dissatisfied with the action taken should contact the City Manager's Office as soon as possible. The City Manager may refer the complaint for investigation prior to the Manager's consideration.

A. General Statement

It is the City's intent to provide a process by which employee complaints can be addressed and resolved quickly. The employee shall never be discriminated against or harassed, and any complaint shall be investigated. If a complaint is received or complaint is made in writing or by filing a grievance or complaint in good faith or participating in the investigation of a complaint, the employee shall not be subject to any retaliation or any other adverse action. The employee shall have the right to appeal the decision of the City Manager or the Director of Human Resources.

Any employee may file a complaint through the Office of Investigation, the Department Head.

B. General Procedure

The City and the Department shall establish advance procedures for work-related complaints. The procedures shall be approved by the Department Head of the respective department and approved by the City Manager.

C. Discrimination/Grievance

Any employee who has a complaint based upon discrimination or harassment on the basis of race, color, sex, age, religion, national origin, sex, age, religion,

DEFINATIONS*

Absence without Authorization

Absence from work without permission of an employee's immediate supervisor. This includes failure to notify the immediate supervisor of the inability to report to work.

Break in Service

An absence from the service of the City of Austin occurring between the termination date and subsequent reemployment date, which causes the loss of service credit.

Classification

A group of positions sufficiently similar in duties and responsibilities such that the same title may be used to designate each of the positions, that the same employment standards may be applied to all incumbents or applicants and that the same pay grade may be applied with equity under comparable employment conditions.

Classification Study

The collection, analysis and evaluation of data by the Human Resources Department to determine the proper value of a classification and/or the proper classification of an individual position.

Demotion

The assignment of an employee from a position in one pay grade to a position in another pay grade having a lower maximum salary rate made for non-Civil Service employees at the discretion of the Department Director.

Department

A major functional unit of the City government.

Department Director

A person appointed by and responsible to the City Manager or City Council for administration of a Department.

Department Head

The chief or head of the fire or police department or that person's equivalent, regardless of the name or title used.

Division

A major functional unit of a Department.

*NOTE: Some of the definitions in this manual may pertain to Civil Service or Non-Civil Service exclusively.

Domestic Partner

The individual who lives in the same household and shares the common resources of life in a close, personal, intimate relationship with a City employee if under Texas law the individual would not be prevented from marrying the employee on account of age, consanguinity or prior undissolved marriage to another. A domestic partner may be of the same or opposite gender as the employee. (A requirement for proof of a domestic partnership is that it be part of a public record.)

Employee

Any individual working in the service of the City of Austin in an official, paid capacity or who is on unpaid leave of absence. (See also Employee, Probationary; Employee, Regular; and Employee, Temporary.)

Exempt

The employment status which indicates that an employee is salaried and not eligible for overtime compensation except by approval of the Director of Human Resources.

Full-Time

The employment status which indicates that an employee is regularly budgeted to work 40 hours or more per week.

Non-Exempt

The employment status which indicates that an employee is paid on an hourly basis and is eligible for overtime compensation as provided in these policies.

Part-Time

Regularly budgeted to work less than 40 hours per week.

Employee, Probationary

An employee who has not completed six months of continuous service with the City in one or more regular budgeted positions.

Employee, Regular

Any employee who has completed six months of continuous service with the City after his/her initial employment or reemployment in one or more regular budgeted positions, or who entered the service of the City before January 1, 1954, and has been in service continuously since that time.

Employee, Temporary

Any individual employed for a period of time which usually does not exceed six months, or for some longer period when the position requires non-continuous, but repetitive, short-term assignments.

Foster Care

"As defined by the regulations implementing the Family and Medical Leave Act of 1993."

Health Care Provider

"As defined by the regulations implementing the Family and Medical Leave Act of 1993."

Immediate Family

An employee's immediate family includes the employee's:

- Parents (*biological parents, adoptive parents or persons in loco parentis to employee when employee was a child*);
- Spouse (*husband, wife or domestic partner*);
- Child (*biological, adopted, foster, stepchild, legal ward or a child who is under 18, for whom the employee is a person standing in loco parentis, or age 18 or older with a disability and incapable of self care*);
- Sisters, brothers;
- Grandparents;
- Grandchildren;
- Parents and grandparents of an employee's spouse; and
- Any relative living in the same household with an employee.

Immediate Supervisor

An individual charged with the responsibility for directing another employee's daily activities.

In Loco Parentis

"As defined by the regulations implementing the Family and Medical Leave Act of 1993."

Initial Employment Date

The original date of entry into a paid position in the service of the City.

Lateral Reassignment

Reassignment of an employee to a position in the same pay grade but having different duties and responsibilities.

Layoff

The elimination of a position by the City for reasons beyond the control of an employee and not reflecting discredit to the employee.

Military Leave

An absence from the service of the City for service in the Armed Forces of the United States.

Month

One calendar month

On-Call

Available to be called back to work outside officially scheduled work hours.

Overtime

Any time worked by a non-exempt employee which exceeds the legally permitted number of non-overtime hours for the work period.

Pay grade

Divisions of pay schedule with specified rates of pay into which positions are classified, based on the value of the duties, responsibilities, authority and other factors relative to all other positions in the system.

Pay Grade Adjustment

An adjustment in the pay grade assigned a classification as a result of a change in the value of the classification relative to all others in the system.

Performance Planning and Review

The process of assessing an individual's past performance and present capabilities against established performance standards and objectives for the purpose of improving organizational effectiveness and developing individual potential.

Regular Budgeted Position

All uses of the term "regular budgeted position" in these policies refer to positions filled by probationary or regular employees.

Physician, Licensed

A physician licensed by the Texas State Board of Medical Examiners.

Position

A group of defined duties and responsibilities assigned or delegated by an appointing authority, requiring full-time or part-time employment.

Position Reclassification

A change in classification for an individual position based on a change in duties and responsibilities.

Probationary Period

A working trial period of six months following initial employment or reemployment into a regular budgeted position, during which an employee is required to demonstrate his/her ability to perform the duties of the position.

Promotion

The assignment of an employee from a position in one pay grade to a position in another pay grade having a higher maximum salary rate.

Reemployment Date

The date of entry into a paid position in the service of the City following the termination date of a previous period of employment with the City.

Salary Adjustment

A Change in an individual's pay rate based upon the individual's attainment of any required licenses, registrations or certifications, or a reassessment of the individual's employment history and educational background as related to the approved employment standards for a given position.

Serious Health Condition

"As defined by the regulations implementing the Family and Medical Leave Act of 1993."

Service Credit

The credit allowed for an employee's length of service when computing certain benefits such as vacation leave, sick leave and retirement.

Transfer

The move of an employee from one department to another. This move may be promotional, demotion or lateral.

Voluntary Reassignment

A change to a position in a pay grade with equal or lower maximum salary rate made at the request of an employee.

Weapon

Weapons include, but are not limited to the following: any firearm, including air pistols, air rifles, any switchblade knife or other knife with a blade longer than five and one-half inches in length (unless such a knife is used as a regular tool in the performance of the employee's duties) explosive materials, toxic agents, or any other weapon or device intended to be used as a tool of violence (e.g. chains, brass knuckles, baseball bats, tire iron).

Work Day or Working Day

Any one shift during which a department is open for business or on which an employee is scheduled to work.

Work Period

Usually seven continuous 24 hour days; for some public safety employees, a longer period designated by the Department Head or Director.

Zero Time

An unpaid absence from the City during which benefits are accrued and service credit is earned.

