EMPLOYEE HANDBOOK

EMERGENCY INFORMATION GUIDE

Published by the City of Deer Park, Texas
Revised March 2018

Table of Contents

PART ONE: EMPLOYEE HANDBOOK

Introduction..... 6
Organizational Chart 7
Orientation Period..... 8
Safety and Accident Rules 9
Harassment 11
Workplace Violence 14
Internet, E-mail & Social Media Policy..... 17
Drug and Alcohol Policies..... 21
Employee Assistance Program 23
Attendance and Work Hours 24
Performance Evaluations..... 27
Compensation..... 28
Vacation Leave..... 30
City Observed Holidays 32
Dress Code..... 33
Uniforms..... 35
Use of City Property 37
Solicitation..... 38
Job Posting Procedures..... 38
Nepotism 39
Tobacco Use Policy..... 39
Employee Grievance Procedures..... 40
Conduct and Discipline 41
Employee Intranet..... 44

PART TWO: EMERGENCY INFORMATION GUIDE

Letter from City Manager 46
Disaster Work Procedure Policy 47
Emergency Pay Policy 48
Emergency Employee Assignment Policy 55

Table of Contents

Employee Emergency Information Sources 56
Emergency Employee Contact Information 57
Emergency Fuel Usage Policy 58
Responding to Media 59
Shelter In Place Procedure.....60
Records & Equipment Damage Mitigation.....62
Records Security.....63

EMPLOYEE HANDBOOK

Introduction

The purpose of these rules and policies is to promote a high degree of understanding, cooperation, and efficiency among all employees. The fundamental objectives to be achieved by these policies are declared:

- To Inform all employees of their rights, duties, and obligations, in relation to their employer;
- To inform department heads and other supervisors of their obligation towards the employees under their direction and their rights to assign and instruct the employees;
- To ensure that all federal, state, and local laws in regards to employment and working conditions are fully complied with;
- To promote a high morale among employees by providing a good working relationship and consideration for employee welfare;
- To provide equal opportunity to all qualified persons to enter city employment on the basis of fitness and merits as ascertained through practical and fair methods of selection.

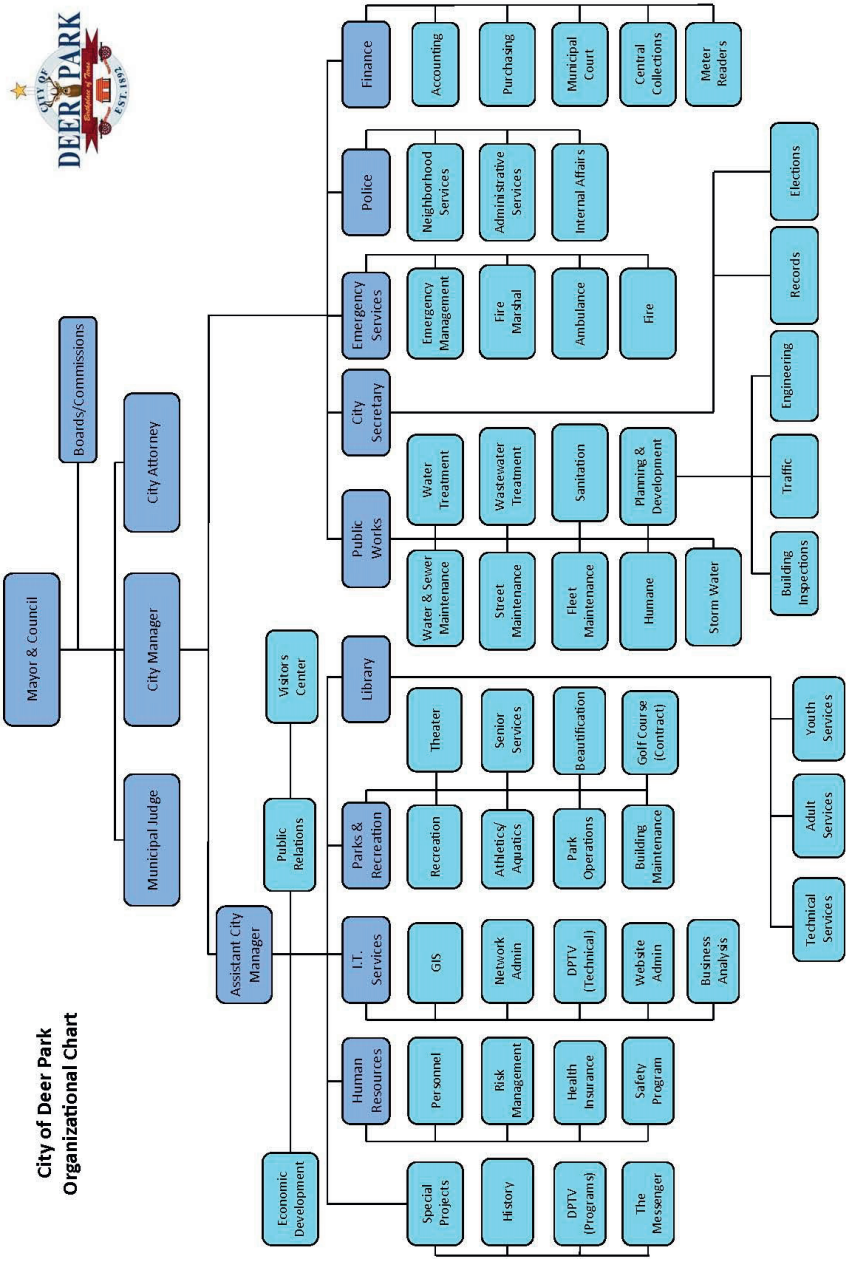
Employment with the City of Deer Park is on an *at will* basis. This means that both the employer and employee enjoy the employment relationship at the will of the other party. At will employees may be terminated or have their status changed for any reason without notice.

Notes

[1] This handbook is not intended to be a exhaustive compilation of the City's policies and work rules. In addition to our Administrative, Personnel, and Drug & Alcohol manuals, there are departmental work rules that may apply to your working conditions.

[2] Nothing in this handbook is intended to provide any contractual obligations related to continued employment or compensation, or to create an employment contract.

Organizational Chart



Orientation Period

For police officer and dispatch employees, the first 12 months of service, and, for all other employees, the first 6 months of service, is an orientation period during which there shall be no responsibility on the part of the city for their continued employment. Termination of employment during this orientation period shall not be eligible for the city's arbitration process.

At the end of an orientation period, the department director will prepare a change of status indicating regular at-will employment, extended orientation period, or termination for the employee going forward.

A probationary employee who has not completed 6 months for the city, or 12 months if the employee is a police officer/dispatcher, may be terminated at any time during the orientation period when, in the judgment of the department head and with the review of the human resources director, the quality of his or her work is not at a level to merit continued employment.

Seasonal/Temporary Employees
Seasonal and temporary full-time and part-time employees do not serve a performance orientation period and have no right of appeal when terminated at any time.

Safety and Accident Rules

Safety is everyone's job at the City of Deer Park. The City of Deer Park provides a clean, hazard-free, healthy, safe work environment in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean, and orderly.

It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the emergency procedures will be posted in each work area.

Safety equipment necessary for the role will be provided by the City of Deer Park. Employees will be responsible for reasonable upkeep of this equipment. Any problems or defects with the equipment should be reported immediately to your supervisor.

As an employee, you have a duty to comply with the safety rules, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working conditions, processes, or procedures immediately to a supervisor.

Employees may report safety violations anonymously to the Safety Committee, if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. Any deliberate or ongoing safety violation, or creation of a hazard, by an employee will be dealt with through disciplinary action by the City of Deer Park, up to and including dismissal.

On the Job Accidents and Injuries

All City Employees, volunteers, and volunteer firemen sustaining on

the job injuries requiring medical attention shall receive proper emergency care and be transported to the nearest hospital, if necessary. Injured employees shall immediately contact their supervisor. The supervisor or injured employee must complete an Accident\Injury Report Form. After hours injuries requiring medical attention should immediately be reported to human resources to determine if an after hours drug screen is necessary.

The City has workers compensation insurance to provide coverage for on the job injuries. Injured employees must use a provider in the Alliance network of doctors for treatment.

Operation of Vehicles and Equipment
All employees who are responsible for operating a motor vehicle on behalf of the City of Deer Park are to adhere to all state and local traffic regulations. Employees who operate city vehicles must have a valid Driver License for the class vehicle they are operating and must notify their supervisor immediately should the license be suspended or revoked. Upon conviction, employees shall assume financial responsibility for traffic violations other than those involving equipment or mechanical failure. Seatbelts must be worn according to state law. All factory installed seatbelts on special equipment must be utilized.

Cell Phones and Texting
Except in emergency circumstances, employees should not use a cell phone while operating a motor vehicle or equipment. This includes making and receiving phone calls and texting. Operating would not include an automobile that is actively parked while the call or text is made or received. Police, fire, and EMS personnel who are in official response mode are exempted from this policy due to the nature of the task at hand and the heightened safety awareness mandated in such situations.

Harassment

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. City employees are also prohibited from harassing citizens, vendors, and all other third parties.

Sexual Harassment
One form of unlawful discrimination is sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly
- A term or condition of an individual's employment, or submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other Prohibited Harassment Activities
In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited.

This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

Prohibited conduct includes, but is not limited to, epithets, slurs, and negative stereotyping; threatening, intimidating, or hostile

conduct; denigrating jokes and comments; and writings or pictures, which single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited.

This policy also prohibits sending, showing , sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, and the Internet.

Harassment of any nature, when based on race, religion, color, sex, national origin, age, or disability, will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

In order to avoid situations involving unlawful sexual harassment, stalking, conflicts of interest, misunderstandings, or the appearance of favoritism and impropriety, any relationship between a supervisor and employee that impedes the City's ability to conduct business, that would create a conflict of interest, or that would prevent employees from performing their duties in an effective manner and would, therefore, be detrimental to a productive work environment is prohibited.

Mandatory Reporting

The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who believes that he or she has been subjected to conduct prohibited by this policy must report it immediately to his or her supervisor or department director, human resources director, or the City Manager.

If the complaint involves the employee’s supervisor or someone in

the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee should report directly to the human resources director or City Manager. Any supervisor or manager who becomes aware of possible conduct prohibited by this policy must immediately advise his or her department director, human resources director, or City Manager.

Investigation
All reports of prohibited conduct will be investigated promptly by management in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation.

Retaliation Prohibited
Retaliation against employees who make a good faith charge or report of prohibited conduct, or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as indicated above.

Responsive Action
Misconduct constituting harassment or retaliation will be dealt with appropriately. Discipline, up to and including dismissal, will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated.

Workplace Violence

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when, and if, such incidents do occur.

Zero Tolerance Policy
Harassment, intimidation, threats, threatening behavior, violent behavior, or acts of violence between employees or such action between an employee and another person that arises from or is in any manner connected to the employee's employment with the City, whether the conduct occurs on duty or off duty, is prohibited. Any harassment or retaliation against a person for reporting any such acts or events is also prohibited.

City's Response to Threats or Acts of Violence
The City will respond appropriately to any person who threatens use of force or violence, threatens an unlawful act, exhibits threatening behavior, or engages in violent acts. The City's response may include coordination with the Deer Park Police Department or other appropriate law enforcement agency. If such conduct occurs on City property, the offending person will typically be removed from the premises pending the outcome of an investigation. The City may also suspend or terminate the employment relationship, reassign job duties, mandate counseling with a psychologist or other mental health care provider of the City's choosing, or other actions as determined by the City to be appropriate under the circumstances.

All Weapons Banned
Unless specifically authorized by the City Manager or state statute, no employee, other than a licensed peace officer, shall carry or possess a firearm or other weapon on City property. The City prohibits employees from carrying or using any weapons, concealed or otherwise, on City property. This ban includes keeping or transporting a weapon in any City vehicle in a City-provided

parking area. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5½ inches, switchblades, etc. Employees do not have an expectation of privacy and the City retains the right to search for firearms or other weapons in City vehicles or facilities.

Mandatory Reporting

Each City employee must immediately notify his or her supervisor, department director, the director of human resources, or the police department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. A supervisor who is made aware of such a threat or other conduct must immediately notify his or her department director and the director of human resources. Police personnel will also notify the human resources director (and vice versa) if a City employee is involved in an employment-related threatening or violent situation, unless prohibited by confidentiality.

Protective Orders

Employees who apply for or obtain a protective order which lists City locations as being protected areas must immediately provide a copy of the petition and declarations used to seek the order, a copy of any temporary protective order which is granted, and a copy of any protective order which is made permanent to the City's police department. City employees must immediately advise their

department director and the director of human resources of any protective order issued against them.

Confidentiality
To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, others on a need-to-know basis, and as may otherwise be required by law.

City Property
For the purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking areas, recreation centers, swimming pools, and parks.

Documentation
When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the director of human resources or the police department.

Policy Violations
Violations of this policy may lead to disciplinary action, up to and including termination of employment. Violations of state law may also result in arrest and prosecution.

Internet, E-mail & Social Media Policy

Internet and E-mail
Internet access and electronic mail are provided for the purpose of conducting official City business. Employees should remember they are representatives of the City when using their Internet account and e-mail account. Accordingly, they are expected to act and communicate professionally when using these network services. They should not use stationary styles or backgrounds, or include personal messages or quotes when sending e-mail on behalf of the City. A disclaimer will be added to all outbound e-mail by the IT Services department.

Employees, volunteers, or other persons authorized by the City are prohibited from using the City's Internet service or e-mail account to subscribe to mailing lists or mail services strictly for personal use and are prohibited from utilizing City resources to participate in electronic discussion groups, blogs, or chats for personal enjoyment.

The e-mail address, citywide@deerparktx.org, is a distribution list that sends e-mails to all City employees in the deerparktx.org domain. It should only be used for communicating information related to City business. It should not be used for personal announcements, sale of personal items, or for communicating information not related to City business.

All e-mails and e-mail attachments are considered official City records subject to the City's Records Management Program, and are required to be maintained by the department(s) in accordance with said policy and established retention schedules.

Social Media
This policy addresses the responsibility of all employees and volunteers with regard to their personal use of social media. This policy also outlines the protocol and procedure for employee and

volunteer use of social media to disseminate public information and/or promote special events, programs, and services on behalf of the City of Deer Park.

Definition
For the purposes of this policy, "social media" shall mean the use of technology in combination with electronic social networks of any type. Social media sites may include, but are not limited to, Facebook, Twitter, LinkedIn, Instagram, YouTube, blogs, Wikis, chat rooms, and online forums. It will also include official City of Deer Park websites and all forms of online community sites that are established and maintained by the City of Deer Park. Social media activity includes, but is not limited to, texting, blogging, posting, and other actions involving technology and social media sites. The term "employee" shall mean a full-time, part-time, or contract employee or volunteer for the City.

Coverage
This policy applies to all City departments and all employees and volunteers.

Personal Use of Social Media
The lines between public and private, personal and professional, can become blurred in online social networks. With that in mind, below are guidelines for social media use by City employees while off duty.

- Employees who use social media for personal use should not discuss information about the City's employees, citizens, vendors, issues, business, or legal matters without express consent to do so. Posting of confidential information may violate state law and subject the user to criminal penalty.
- Personal use of social media while off duty must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City, or violate any City policy.

- Employees are encouraged to act responsibly while off duty and to exercise good judgment when using social media. Employees should consider the following guidelines for personal use of social media:
    - Respect coworkers and the City. Do not post any information or pictures on the Internet that may defame, embarrass, insult, demean, or damage the reputation of the City or any of its employees.
    - Do not post any information or pictures that may constitute violation of any City policy.
    - Do not post pictures containing images of City uniforms or insignia, City logos, City equipment, or City work sites.
    - Do not permit or fail to remove postings violating this policy, even when placed by others on the employee's blog. Recognize that postings, even if done off premises and while off duty could have an adverse affect on the City's legitimate business interests.
    - Do not link from a personal blog or social networking site to the City's internal or external web site.
    - Do not post on social media sites the name, trademark, slogan, or logo of the City.
    - Do not use City names or identifiers for your personal social networking accounts or email accounts.
    - The City may require removal of any material that is disruptive to the workplace or impairs the mission of the City.
    - The City has a vested interest in protecting its reputation and ensuring that an employee's communication with people outside the City, not only reflects positively on the employee as an individual, but also on the City.

Use of Social Media on Duty

Internet, E-mail & Social Media Policy

The City of Deer Park permits the use of social media while on duty for the sole purpose of conducting City business and only with the department director's approval. Alternately, the City prohibits all personal use of social media while on duty regardless of whether the personal use is on a personal device or city-owned equipment, public Wi-Fi or city-owned private network, unless such use is expressly permitted by the department director.

- Employees bear full responsibility for the material they post on social media sites. Inappropriate usage of social media can be grounds for disciplinary action, up to and including termination.

Enforcement

- Violations of this policy may result in immediate revocation of any or all electronic communications access and user privileges and may be grounds for disciplinary action, up to and including termination. Certain violations could result in civil or criminal liabilities for the user. Individual supervisors do not have the authority to make exceptions to this policy.
- No employee or volunteer should have any expectation of privacy or confidentiality when using any City resource, including the City's public and private networks. The City reserves the right to access, intercept, monitor, and review all information accessed, posted, sent, stored, printed, or received through its communications systems or equipment at any time.

Reporting Violations

The City urges employees to report any violations or possible perceived violations to their supervisor, department director, or the human resources department. Violations include discussions of the City and its employees and patrons, any discussion of personal information, and any unlawful activity related to blogging or social networking.

Drug and Alcohol Policies

It is the policy of the City of Deer Park that employees shall not report to work under the influence of alcohol or drugs, possess illegal drugs, utilize drugs or alcohol while on duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or have the ability to work impaired as a result of the use of alcohol or drugs. Any employee who is found through a drug analysis to have in his or her body system a detectable amount of an illegal drug will be subject to disciplinary action, up to and including termination.

Policy

Any employee who is found to be in possession of alcohol while on duty or is found through an alcohol analysis to have in his or her body system a volume of alcohol which exceeds a level of .04 blood alcohol content will be subject to disciplinary action, up to and including termination.

The City conducts several types of tests to detect the presence of drugs and alcohol. These include:

- Pre-employment
- Random
- Post-accident (if damages are over $1,000 or medical attention beyond first aid is needed)
- Reasonable suspicion

If an employee is taking a prescribed medication that may impact their ability to fulfill their role, they are required to notify their supervisor of this fact and specify the medication so a determination can be made if the employee can safely fulfill their role.

While use of medically prescribed medication and drugs is not per se a violation of this policy, failure by the employee to notify his or her supervisor before beginning work when taking medications or drugs which may interfere with the safe and effective performance of

duties or operation of City equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician approved by the City Manager will be required.

The City of Deer Park maintains the right to search, without employee consent, all areas and property in which the City maintains full control or joint control with the employee. Department heads and supervisors shall notify the appropriate law enforcement agency when an employee is suspected of having illegal drugs in his or her possession or in an area not jointly or fully controlled by the City.

Violations of this policy shall be grounds for disciplinary action, up to and including discharge. Refusal by an employee to submit immediately to an alcohol and/or drug analysis when requested by the employee's department head and the City Manager or law enforcement personnel, may constitute insubordination and may be grounds for discipline, up to and including termination.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until a City representative authorized by the employee's department head or supervisor can transport the employee from the work site.

Employee Assistance Program

Employees that need counseling in personal matters concerning themselves or their families should take advantage of the fact that the City provides this service to them by contracting with a professional outside counseling agency. Any counseling conducted through this service is done at no charge to the employee. All counseling is confidential. Employees can contact the Employee Assistance Program (EAP) and talk to counselors concerning their professional needs. To contact the EAP, call 713-500-3EAP or 800-346-3549 (toll-free).

Attendance and Work Hours

Employees shall be at their places of work in accordance with the City and departmental policies and regulations. It is the policy of the City of Deer Park to maintain a documented time and attendance program, ensuring that it is administered consistently within the City. Each employee is expected to report to work as scheduled and to keep absences to a minimum. In addition, employees are expected to give appropriate notice to supervisors when an absence from work is anticipated.

Regular Work Hours

Non-exempt full-time employees of the City normally work 40 hours in a seven-day workweek. Exempt employees may be required to work in excess of 40 hours in certain weeks. With few exceptions, the work week begins at 12:00am on Monday, and ends at 11:59pm on Sunday. The regular workday for many employees begins at 8:00am and ends at 5:00pm, although employees in some departments may have different work hours, depending on the needs of that department. In times of disaster or emergency, working hours shall be determined by the City Manager.

Adjustment to Work Hours

In order to assure the continuity of City services, it may be necessary for department directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work a different schedule or overtime. Acceptance of work with the City includes the employee's acknowledgement that changing shifts or work schedules may be required, and indicates that the employee will be available to do such work.

Attendance and Punctuality

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either circumstance may lead to disciplinary action, up

to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify his or her supervisor as soon as possible in advance of the anticipated tardiness or absence in accordance with departmental procedures. For absences of a day or more the employee must personally notify the supervisor on each day of absence, unless the supervisor expressly waives this requirement.

A work policy has been adopted that states that over 5 separate incidents of absenteeism (that do not qualify as Family Medical Leave Act - FMLA leave time) taken at random in a one-year period is excessive. Employees who practice this type of absenteeism can expect counseling, letters of reprimand, poor performance evaluations, denial of pay increases, and possible termination as a result of such practice.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

In compliance with the Fair Labor Standards Act (FLSA), the City of Deer Park requires all hourly employees to keep an accurate account of their time worked. Supervisors, directors, and managers are responsible for correcting time entry mistakes or errors and submitting time to payroll no later than 10:00am on Tuesday of a payroll week. A failure of an employee to keep an accurate and complete accounting of their work time, or failure to submit their work time in a timely fashion with proper signatures or certification will be subject to disciplinary action, up to and including dismissal.

Note: Exempt staff will be responsible for an accurate accounting of their time on an exception basis, noting any exceptions (i.e. sick, vacation, jury duty, etc.) for their scheduled work week.

Attendance and Work Hours

Time Entry

1. No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. In other words, working off the clock is strictly prohibited. No one at the City has the authority to ask, or encourage, or insinuate that you should work off the clock. If at any point you believe you are being pressed to work off the clock by anyone at the City, please notify the human resources director or the City Manager immediately.
2. For personnel utilizing a time clock or time entry system, the City of Deer Park will follow the 7-minute rule in accordance with the FLSA. The 7-minute rule refers to the method of rounding time to the nearest quarter hour.
   a. Regardless of your method of recording time, employees may not clock in more than 7 minutes before a scheduled shift (unless otherwise instructed to do so by the supervisor) and they may not clock out more than 7 minutes after the scheduled end of their shift.
   b. Clock-ins: Any punches more than 7 minutes after your scheduled start time will be rounded up to the quarter hour. For example, if an employee clocks in between 7:38-7:52, they will be credited for 7:45. If an employee clocks in between 7:53 -8:07, they will be credited for 8:00. Anytime after 8:07 will be rounded up to 8:15 and the employee will be .25 hours late.
   c. Clock-outs: The time system calculates the clock-out punch at the end of a shift according to the 7-minute rule. For example, if an employee clocks out at 4:38-4:52, the time recorded will give credit for 4:45. Clocking out at 4:53-5:07 will give credit for 5:00. The 7-minute rule only applies to time keeping processes. If you are scheduled to work at 8:00 and arrive at 8:02, your supervisor can count this as a tardy.

Performance Evaluations

A candid review of employee performance is necessary to ensure continued high service levels for our citizens. The City's policy is that full-time employee performance will be evaluated annually typically on the employee's hire anniversary date.

Those full-time employees who score or rate at a 3.6 (Exceeds Requirements) level or higher on their evaluation shall be eligible for a pay increase in accordance with their position and the corresponding pay scale step provided that the employee has not reached their maximum or final step on the corresponding pay scale.

Employees that do not score a 3.6 or greater on their evaluation shall be given a written list of requirements that they have to improve upon within the next 3 months. The list of required improvements shall correspond with those areas that the employee scored a low rating on the evaluation form. A copy of these requirements will be sent to the human resources department with the evaluation. The said employee will then be subject to a re-evaluation at the completion of 3 months. If the said employee has improved in the specified areas and scores a minimum of 3.6 on the re-evaluation, the said employee would then be due the appropriate merit increase. The 3 months evaluation date will not change the employee's due date for the next annual evaluation or their anniversary date.

Employees may be raised to the next immediate pay step above their present pay at the beginning of the pay period in which the employee's performance review date occurs, provided their work is satisfactory, and upon recommendation of their department director and approval of the City Manager. No change in pay shall ever be effective until approved by the City Manager. This procedure will eliminate the need for two pay rates to be calculated within the same pay period.

Compensation

Non-Exempt Employees
The City pays one and one-half times a non-exempt employee's hourly rate for all hours actually worked over 40 hours in the seven-day work period. With few exceptions, the work week begins at 12:00am on Monday, and ends at 11:59 pm on Sunday. Non-exempt employees may be scheduled to work overtime at the request of their supervisor. When possible, advance notification of mandatory overtime assignments will be provided. Refusal or other failure to work mandatory overtime may result in disciplinary action, up to and including termination of employment.

Paid vacation and paid holiday (non-worked) leave are *not* included as hours worked for purposes of calculating overtime. Similarly, time off on account of sick leave, birthday leave, jury duty leave, bereavement leave, wellness physical time, workers compensation leave time, administrative leave time, comp time taken, or any other leave of absence *is not* considered time worked for purposes of calculating whether overtime has been worked.

Meal Periods
Non-exempt full-time employees will receive an unpaid meal period of 60 minutes during a shift lasting more than four hours. The timing of the meal period for each employee shall be solely at the discretion of the employee's manager/supervisor. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period.

Breaks
Non-exempt employees are eligible for a paid break of up to 15 minutes in the first four hours of a shift lasting at least four hours and a paid break period of 15 minutes in the second four hours in a shift lasting at least eight hours, to be coordinated by the manager/supervisor. All breaks are to be taken at the worksite only; employees

are not to leave the worksite during their break periods. Break periods are not mandated and a supervisor may require an employee to forego a break when circumstances dictate.

Exempt Employees

Exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a workweek. Department directors shall not be paid overtime. They may be granted compensatory time off by arrangement with the City Manager.

Vacation Leave

Eligibility
Full-time employees are eligible to begin taking accrued vacation leave upon completing 6 months of full-time service.

Vacation Time Accrual
Vacation time will be accrued based upon employee's hire date for full-time employment and shall begin accruing immediately following the first pay period of full-time employment. An employee's vacation accrual rate is based upon tenure as a full-time employee, and will accrue at the end of each pay period based on the following:

- At the end of each pay period, accrued vacation time is credited to employee's usable balance.
- No employee shall be granted vacation leave in excess of the employee's accumulated vacation leave.

Years of Service	Bi-Weekly Accrual Rate	Maximum Annual Accrual	Maximum Accumulated Vacation Balance
1 mo. — 60 mos. (5 yrs.)	3.08	80 hours	120 hours
61 mos. — 120 mos. (10 yrs.)	4.62	120 hours	180 hours
121 mos. — 240 mos. (20 yrs.)	6.16	160 hours	240 hours
241+ mos. (20+ yrs.)	7.70	200 hours	300 hours

Maximum Annual Accrual
During the calendar year, employees may accrue a maximum of paid vacation time based on the allowances defined in the table above.

Maximum Accumulated Vacation Balance
The maximum amount of accumulated vacation is 1.5 times the maximum annual accrual based on an employee's maximum annual accrual. When an employee's vacation balance reaches the maximum allowed, vacation time accrual will cease. Vacation time accrual will resume only when the vacation time balance is reduced to less than 1.5 times that employee's maximum accrual. Any vacation time not accrued will be forfeited. All extraordinary

circumstance exceptions will be decided by the City Manager.

Holidays During Vacation
Holidays occurring during a vacation period shall not be charged against the employee's vacation time.

Scheduling of Vacations
Vacation leave may be granted by the department director at such times that will least interfere with the normal operation of the department, but with due consideration given to the desires of the employee. Vacation leave shall be taken in 1-hour increments. Increments less than 1 hour will require the approval of the department director.

Compensation for Vacation Leave
Vacation is paid at the employee's hourly pay rate at the time of vacation leave. Vacation hours are not included in the calculation of overtime for payroll purposes. Employees will not be paid for any unused vacation, except upon separation of employment.

Pay Out
Upon separation of employment an employee shall be paid for accrued vacation leave at the rate of pay the employee was receiving at the time of separation. Upon the death of an employee, vacation leave will be paid to the estate of the employee.

Promotions, Demotions, Department Transfer Employees
Employees being laterally transferred, promoted, or demoted shall retain accrued vacation leave. Part-time employees that transfer to a full-time position shall begin to accrue paid vacation immediately following the first pay period of full-time employment and will be eligible to take vacation upon successful completion of their 6 month full-time probationary period. Part-time employees may not earn or accrue paid vacation leave.

City Observed Holidays

The City observes the following holidays on an annual basis:
New Year's Day
Friday, immediately preceding Easter Sunday
Memorial Day
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Employee's Birthday
Floating Holiday

Full-time employees shall be eligible for holiday leave according to this schedule (if working the holiday, see the *Compensation* section of this manual). Part-time employees shall be paid their regular rates on a holiday only if required to work. No payment shall be allowed for an employee for holiday work not specifically authorized by a department director.

An employee who is absent on the day immediately preceding or following a holiday shall lose pay for the holiday, as well as pay for that day, except as follows:

1. He is on shift and the day before or after a holiday is his day off.
2. He is on vacation and the holiday falls within that vacation time period.
3. He provided a valid doctor's note verifying that he was ill and unable to come to work on the date of absence.

Dress Code

Employees are expected to report to work neat, clean, and to dress conservatively and appropriately for the type of work they perform.

Field Employees
Field Employees shall be issued uniforms on an annual basis. Employees who are issued uniforms shall be required to wear their uniforms while on duty for the City of Deer Park.

Administrative Employees with Part-time Field Work Required
Administrative employees that are required to occasionally work in the field shall either wear city uniforms provided by the department or dress in clothing of their own that is suitable in nature. Employees shall wear trousers or jeans that have an approved uniform type fit .

Police Officers
Police Officers are to wear uniforms in accordance with the departmental policy manual.

Police Officers assigned responsibilities that do not require the wearing of Police uniforms shall comply with the requirements of the dress code described herein.

Administrative or Office Employees
Employees are to wear clothing that is typical of professional office dress.

Casual Fridays
Some employees are allowed to dress casually on Fridays. However, employees should still dress in a professional manner. Denim blue jeans and Capri pants are only allowed on casual Fridays, but they shall not be frayed, worn, faded (new or worn), unlaundered, or patched. Departmental t-shirts shall be deemed as acceptable attire

for Fridays. Any clothing worn on Fridays should still comply with the appropriate clothing requirements as stated herein.

The following types of dress are unacceptable, including on casual Fridays:

1. Any clothing that does not preserve modesty
2. Bare backs, low neck lines, or bare midriffs
3. See-through attire that is not layered
4. Clothing that implies or alludes to alcoholic beverages, narcotics, or tobacco
5. Tank tops and muscle shirts that are not layered
6. Any exposed body piercings other than earrings (male employees are not to wear earrings while working in an office environment)
7. Any exposed tattoos
8. Altered Uniforms
9. Non-departmental t-shirts, sweat suits, wind suits, short shorts, or short skirts
10. Leggings
11. Skorts and culottes
12. Sun dresses
13. Blouses or dresses with spaghetti straps
14. Flip flops or thong shoes

Uniforms

The City purchases certain components of uniforms for field employees each year. This generally includes shirts, t-shirts, caps or hats, pants, and jackets. Employees are required to sign for the uniforms. The uniforms are considered City property and must be returned in the event of termination. The appearance of all employees is an important element in how the community views us and it is important that we present the best image in the community that we can. There also are times when these employees should be identifiable out in the community as employees of the City and as members of a particular department. To ensure identification and that the appropriate image is being represented, ALL EMPLOYEES in departments where uniforms are provided are instructed to wear their provided uniforms at all times while at work. Employees issued uniforms shall be required to wear their uniforms while on duty for the City of Deer Park. Conversely, when not on duty for the City, employees should NOT be wearing their City-issued uniform (If it is logistically impossible to remove the uniform, all city logos should be covered). This is particularly true when off-duty in public areas or events. Exceptions would be made when traveling to or from the worksite during the normal commutation to work. We do not want to give the impression that an employee is representing the City in an official capacity during non-work hours. We also want to minimize the extended "wear and tear" when uniforms are worn during non-work hours.

Employee's names and City emblems are not to be removed from uniform shirts. Employee uniforms shall not be altered in any way other than alterations needed for the uniform to fit properly. It shall be the responsibility of the employee to launder their own uniforms. Once issued, uniforms become the responsibility of employees for maintenance and care; if uniform parts require replacement, employees will be required to turn in old parts as part of the replacement process. Uniforms worn by employees shall be clean, neat, and in good condition when the employee arrives to work.

Uniforms

Uniform shirts with "tails" are to be tucked inside employee's trousers both for employee's appearance and safety. Employees shall not wear uniforms that have been torn or are ragged in appearance. Employees damaging or staining uniforms in the course and scope of their job requirements to the point that they are no longer wearable should contact their department supervisor for possible replacements. Departmental t-shirts shall be considered uniform apparel. The intentional damage or destruction of a City uniform is considered destruction of City property and will be handled with appropriate disciplinary action.

At the time of separation, an employee shall return all uniforms issued to him or her in the course of his or her employment. A failure to return this property will result in the cost of the uniforms being deducted from any available final pay in accordance with the Deduction From Pay Authorization Form and/or the Personnel Manual Acknowledgement Form signed by the employee upon hire.

Use of City Property

The City of Deer Park will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of the City of Deer Park, unless it is approved and your job specifically requires use of company equipment outside the physical facility of the City of Deer Park.

Computer equipment, including laptops, may not be used for personal use. It is forbidden to install any other programs to a company computer without the written permission of your supervisor. These forbidden programs include, but are not limited to, unlicensed software, pirated music, and pornography. The copying of programs installed on company computers is not allowed unless you are specifically directed to do so in writing by your supervisor.

The telephone lines at The City of Deer Park must remain open for business calls to service our customers. Employees are requested to discourage any personal calls, incoming and outgoing, with the exception of emergency calls. Non-business related long distance calls are not to be made on company phones.

Employees will be held strictly accountable for the care and condition of all City property and rented equipment under their control and for the economical use of supplies.

Use of the City's internet and e-mail must be in compliance with all applicable federal regulations, state laws, and City policies, and must not be used for illegal, improper, or illicit purposes. The City prohibits all personal use of social media while on duty regardless of whether the personal use is on a personal device or city-owned equipment, public Wi-Fi or city-owned private network, unless such use is expressly permitted by the department director. Violations of this policy may result in immediate revocation of any or all electronic communications access and user privileges and may be grounds for disciplinary action, up to and including termination. Certain violations could result in civil or criminal liabilities for the user.

Solicitation

The promotion of outside interests may interfere with work and distract the attention of employees from their duties. Consequently, on City time during working hours, no person may campaign politically or distribute literature for candidates. Furthermore, they may not solicit, collect, or sell tickets, chances or merchandise, or make collections for employees or their families, or promote any outside interests, unless specifically authorized to do so by appropriate City representatives.

Job Posting Procedure

Full-time positions available within the City will be posted for a period of 5 days via the City's intranet page, which is accessible to all employees. Postings will also be announced via the City's e-mail network.

Each position posted will list the title, job description, department where vacancy has occurred, rate of pay, and date. Any non-probationary employee of the City has the right to apply for the open position providing it is a higher position and he or she meets the minimum qualifications (City Manager can grant exceptions). Minimum qualifications will be reflected on the job description. If qualified personnel for the posted position cannot be found internally among City employees, the human resources department can begin reviewing applications for the position from external sources or individuals.

Nepotism

In order to prevent conflicts of interest, to avoid accusations and perceptions of biased conduct, and to maintain the confidentiality of restricted information, the City prohibits nepotism-based hiring for any relatives of the elected Mayor, City Council, City Manager, or Assistant City Manager. Under no circumstances will the applicant be employed under the same department director as a familial relative. Under no circumstances will an applicant be employed in an arrangement in which he or she may directly or indirectly supervise, have control of, or jurisdiction over a relative who is also an employee of the City. For the purposes of the policy, nepotism is defined as a familial relationship that is established to within the second degree of affinity (marriage) or to within the third degree of consanguinity (blood).

Tobacco Use Policy

Except as stated in this policy, the use of tobacco products, such as cigars, cigarettes, smokeless tobacco, and pipes are prohibited in all indoor City property venues including, but not limited to, the building entrance and exit ways. Tobacco usage is prohibited within 25 feet of City building entrances and exit ways. The use of tobacco is prohibited in City vehicles at all times.

Tobacco use is allowed in designated areas which are clearly marked with signage.

Employee Grievance Procedures

Aggrieved Employees
Any employee having a grievance relating to his employment shall first present his grievance to his immediate supervisor either orally or in writing.

Duties of a Supervisor
The supervisor receiving a grievance has a duty to listen with care to the employee to arrive at a full understanding of his point of view and to give the employee a clear and specific answer. If he believes the grievance to be of a substantial nature and not to have been settled to the full satisfaction of the employee, the supervisor shall make an immediate record in writing of the facts and report the grievance to the department director.

Appeal by Employee
A full-time employee who after discussing a grievance with his immediate supervisor and not being satisfied with the answer may appeal the grievance to the department director and the City Manager. Any appeal to the latter shall be made in writing.

Appeal by Discharged Employee
Should a full-time employee of the City be discharged from his employment, such employee shall have the right to appeal said action and seek reinstatement within 14 days after date of discharge by filing a written notice and request for reinstatement with the city secretary. Such request notice shall contain a statement requesting reinstatement under the circumstances which the discharge occurred and the reasons pertinent to or the objections to such discharge becoming final. Provided the request notice is found to be in compliance with the City Charter, the discharged employee will be notified of such and steps will be taken to form an Arbitration Committee for the purpose of investigation and inquiry.

Conduct and Discipline

Misconduct of Employees

A. The City provides employment and means of livelihood for many people, representing a substantial investment on the part of the citizens. To protect the safety and welfare of employees, preserve their means of livelihood, and to provide for the protection of the City, rules against the possible sources of danger have been established and penalties for violation of the rules have been provided. The following acts jeopardize the safety and welfare of all citizens and employees, and are of such serious nature to warrant immediate dismissal from employment:

- Being in a partially or completely intoxicated state or under the influence of narcotics or introducing, possessing, or using intoxicating liquor or narcotics while on assigned duty.
- The offense of deliberately sleeping while on duty regardless of the circumstances.
- Possessing deadly weapons while on duty, with the exemption of members of the police department.
- Stealing or malicious mischief resulting in personal injury or loss of property to other employees of the City.
- Defrauding or attempting to defraud the City.
- Fighting or attempting bodily injury to another. An employee will not, however, be penalized for defending himself when attacked.
- Sabotaging or deliberately damaging or removing the property of the City or committing any malicious acts, which may hinder City services.

B. The following irregularities also are considered serious and will result in dismissal unless mitigating circumstances justify less drastic action:

- Participation in any form of gambling or lottery at any time on duty or participation in any form of gambling or

non-gambling game at any time on City time when it interferes with the job.

- Insubordination, which will be deemed to include refusal or failure to perform work assigned.
- Harboring a disease, which endangers a fellow employee.
- Negligence endangering the life of a fellow employee or resulting in loss of property to the City.
- Falsification of or refusal to give testimony when accidents or irregularities are being investigated.
- Immoral, indecent, or offensive conduct or undue familiarity.
- The use of abusive language toward other employees.
- Leaving the job without proper relief or permission.

C. If one of the following acts of misconduct is an employee's first offense, the employee will receive either a letter of reprimand referring to this section of the personnel manual or a disciplinary layoff, depending on the circumstances of the case. Three letters on file within any 12 month period against any one employee will result in dismissal of the employee. Negligence or carelessness while on duty.

- Failure to pay just debts and accounts or make satisfactory arrangements with creditors in lieu of payment of execution of wage assignments which becomes a nuisance to the City.
- The listing of unverified information on City reports or making operation errors.
- Making solicitations without the City's approval.

Absenteeism

A work policy which states that over 5 separate incidents of non-FMLA absenteeism taken at random in a one-year period is excessive has been adopted. Employees who practice this type of absenteeism can expect counseling, letters of reprimand, poor performance

evaluations, denial of pay increases, and possible termination as a result of such practice.

Acts of Misconduct Not Listed
In the event an employee commits an act not specifically listed in this chapter and, in doing so, jeopardizes the safety and welfare of the citizens and employees, the department director may recommend dismissal when in the best interest of the City.

Disciplinary Actions
Disciplinary action shall be taken only by department directors or by supervisors with the approval of the department directors. Discipline is restricted to the following actions:

a. Face-to-face oral admonishment and warning made in such terms that the employee clearly understands it to be a warning.
b. A written letter of reprimand addressed to the employee warning him of a violation, such a letter to be retained for 12 months.
c. Leave without pay.
d. Demotion to include assignment to other shifts, hours of work, or tasks.
e. Dismissal

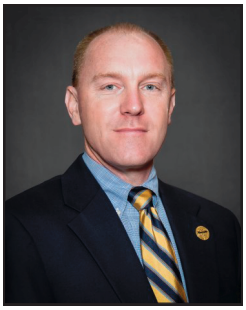
Recording and Reporting Disciplinary Actions
The department director shall make a written memo of record of his reasons for any disciplinary action of the kinds set out in these rules. A copy of this record shall be transmitted to the human resources director as a permanent record for inclusion in the file of the employee concerned.

Employee Intranet

The City's intranet (as opposed to Internet) is designed for internal employee use and provides access to relevant information, calendars, forms, etc., as well as full versions of employee policy manuals. The intranet is also used to convey information to employees during an emergency. Please note that information on the intranet is designed for employee use only and not for the general public. Staff should become familiar with how to access the intranet and its contents. The human resources staff can provide information that will aid in gaining access to the City's Intranet.

EMERGENCY INFORMATION GUIDE

Letter from City Manager



To all City Employees:

This guide has been designed to provide personnel with a reference about the policies under which we operate before, during, and after disasters, emergency situations, and other extraordinary circumstances. You are encouraged to review the entire guide and become familiar with the material covered. From time to time, you may receive updated information concerning changes to the policies explained in this guide. Questions regarding these policies should be directed to your supervisor, department director or to human resources at (281) 478-7296. Thank you for your cooperation.

Sincerely,
James Stokes
City Manager

Disaster Work Procedure Policy

The following policy will be in effect for all employees in the case of any natural, man-made, or any other extraordinary circumstances: It is the City of Deer Park's responsibility to its citizens to assist them as much as possible before, during, and immediately after any natural, man-made, or other extraordinary circumstance. Therefore, the City shall have the authority to require as many employees as deemed necessary, depending on the situation, to either be held over to work or be on emergency standby. Work assignments may vary from routine employment responsibilities. These employees will be paid for all hours worked according to the Emergency Pay Policy below.

Some employees will be released from work duty. Others may be unable to report to their work stations due to adverse weather or other conditions. These employees will be placed on Emergency Paid Administrative Leave in accordance with the Emergency Pay Policy.

Emergency Pay Policy

DEFINITIONS

City Manager: This includes the City Manager role and any designees for the City Manager role.

Emergency Essential Personnel: Each department director and/or supervisor is responsible for identifying and activating those employees who will be required to remain or respond in the event of emergency conditions and those employees will be designated as emergency essential. Emergency essential employees may be required to be available immediately before, during, and/or after an emergency. Please note that only the department director or City Manager may remove an activated emergency essential staff member from duty during a declared emergency.

Emergency Non-essential Personnel: Each department director and/or supervisor is responsible for identifying employees who are considered emergency non-essential. Emergency non-essential employees may be activated and then required to perform emergency related duties prior to an incident and immediately following the incident, as directed by their supervisor or director. These employees may be temporarily dismissed from work, concurrently or successively, as determined by the emergency needs and the department or function. These employees will be placed on emergency administrative leave pursuant to this policy if not activated during the emergency period.

Activated staff: Those Emergency Essential staff designated by their department director to work during a declared disaster. The number activated will be determined by the nature, size, and scope of the emergency. Those Essential Personnel not activated will remain on call, and will receive Emergency Administrative Leave pay for their normally scheduled workday hours while not activated during the emergency period.

Emergency Pay Policy

Emergency Duty Assignment: In the event of an emergency, the City Manager may assign employees to any duty to the extent that the City is not in violation of any state or federal law. This includes employees of one department serving in an emergency capacity for any other department or function as assigned.

POLICY

When an emergency impacts City employees' work schedules and status during emergency conditions and a state of emergency has been determined by governing bodies, the City Manager may grant emergency administrative leave with pay or disaster response pay to coincide with the occurrence of a disaster, whether natural or manmade. Depending on the duration of the emergency, the City Manager may consider a cap or limitation on emergency administrative leave with pay. If it is determined that a civil emergency exists, including but not limited to, riots, civil disorders, severe weather or hurricane conditions, other natural disasters, chemical incidents, or similar conditions, the City Manager may then implement the provisions of this Emergency Pay Policy and may suspend all regular pay practices.

No employee is excused from work until the City Manager authorizes employees to leave, even if a public announcement of office closures or suspension of services is issued.

This policy applies to all full-time non-exempt and exempt employees and to emergency essential part-time employees.

Declaration of Emergency

Notification of State of Emergency: When a state of emergency is imminent or has been declared, the City Manager, or designee, will notify all employees, through department directors, of such declaration.

Emergency Pay Policy

Employee Status
Department directors shall designate emergency essential and emergency non-essential personnel within their departments. All personnel shall be advised of their status upon hire and as of May 1st of each year. An individual employee's status may change, as the needs of the City change during a civil emergency, or at the discretion of the department director.

Emergency Period
The emergency period begins when the City Manager suspends normal city business in preparation for the City's response to an emergency. This period includes the time in which emergency actions are taken to protect the city's assets and infrastructure, emergency response activities occur, and restoration of critical services are conducted to protect life and property. It also includes the period immediately following the emergency or disaster, during which activities are conducted to restore the City's infrastructure and services to pre-disaster conditions. During this period, some employees may be required to return to work to assist with restoration of critical services, conduct emergency clearance of roadways, provide damage assessments, etc. The emergency period ends when the City Manager determines it is safe for all employees to return to work. This determination will be made by the City Manager in consultation with department directors or relevant EOC staff.

Employees must return to work as soon as an emergency is over to participate in the post impact and/or recovery periods. Employees dismissed or inactivated (if emergency essential) from work during an emergency will be on emergency administrative leave. Said leave will start when the employee is dismissed/inactivated by his/her department director and will continue until the City Manager determines it is safe for all employees to return to work. Employees

are expected to return to work on their next scheduled workday or shift following the City Manager's determination that it is safe to return to work. If an activated employee fails to show up for work or cannot show up for other reasons, then the time lost will be leave of absence without pay, unless other paid leave (vacation, sick, etc.) is approved by the supervisor and department director.

The City recognizes that employees have personal and family responsibilities that may conflict with the obligation to fulfill their job requirements during hazardous weather or state and local emergencies. When evacuation of personal residences is required, every effort will be made to allow employees to make arrangements for their families. Emergency essential employees may be granted up to 4 hours of emergency administrative leave pay during the emergency period for this purpose.

Both yet to be activated emergency essential employees and non-essential employees unable to return to work due to emergency conditions (for instance, they have evacuated the area and are unable to return, or they are unable to leave their residence to return to work at City facilities due to impassable roadways, etc.) must contact their department director or designated supervisor as soon as possible and utilize appropriate leave time (vacation, sick, comp). During a state of emergency, any unauthorized leave from work for an employee may be considered sufficient cause for disciplinary action, up to and including dismissal.

Compensation for Hours Worked During an Emergency Period
Exempt Employees
Exempt employees working during the emergency period have their base salary computed to arrive at an hourly rate; then they shall receive Disaster Response pay at one (1) times their hourly rate for their normally scheduled work hours plus one and a half (1.5) times

their hourly rate for all hours worked during the emergency period.

Non-Exempt Employees
Non-exempt employees working during the emergency period shall receive Disaster Response pay at one (1) times their hourly rate for their normally scheduled work hours plus one and a half (1.5) times their hourly rate for all hours worked during the emergency period.

Hours worked during emergency periods will be counted as time worked for the purpose of computing overtime with non-emergency period workdays in the same workweek. Work hours shall be clearly noted on the time sheet with the appropriate emergency coding as designated by the finance department. During emergency periods, being on call or off shift is not considered time worked.

Leave Pay for Non-Worked Hours During an Emergency Period
During the emergency period, exempt and non-exempt employees released or not activated (emergency essential) from work shall receive Emergency Administrative Leave pay for their normally scheduled workday hours.

Non-worked hours will not be counted as time worked for the purpose of computing overtime for non-exempt employees and shall be clearly noted on the time sheet with the appropriate emergency coding as designated by the finance department.

Miscellaneous
a. Once the City Manager declares the Emergency Pay Period has ended regular pay practices will apply to all employees.
b. All emergency pay periods must be approved by the City Manager (or their designee). Employees will be paid their regular rates of pay until the City Manager communicates that the Emergency Pay policy is in effect.
c. Nothing herein shall be construed as to affect the non-exempt or

exempt status of the impacted employees.

d. Employees who are out on prior-approved leave during the emergency period, such as FMLA, workers compensation, comp time, sick leave, etc., will continue to be charged for such leave during the scheduled leave period. These employees would not be eligible for administrative leave pay while out on their pre-approved leave period.
e. At the department director's discretion previously approved leave, such as vacation, etc., may be cancelled when an emergency is imminent or declared.
f. All other policies concerning remuneration shall comply with the City of Deer Park's Personnel Policies and the Fair Labor Standards Act.

Frequently Asked Questions

Q: What if certain Emergency Essential staff are not needed during some portion of the declared emergency?
A: The department director and/or City Manager can elect to not activate emergency essential staff that are not immediately needed. If this does occur, the yet to be activated full-time employee would be placed on emergency administrative leave during the non-working period.

Q: How does this policy apply to part-time staff?
A: Part-time staff who work during the emergency period will be paid 2 times their hourly rate for hours worked during the emergency period. Because hours for part-time or temporary staff fluctuate to varying degrees, they are not eligible for emergency administrative leave. Supervisors may try to assign work to minimize any reduction in hours once the emergency period is over.

Q: What about employees who are on "light duty" assignments?
A: We usually have very few light duty situations at any given time.

Emergency Pay Policy

These situations will be handled by the department director on a case-by-case basis. In the majority of situations, "light duty" will not be available during an emergency period and the individual on the light duty assignment will then be eligible for emergency administrative leave pay.

Example:
It is Tuesday of the 2nd week in a pay period and the City Manager declares the closing of city offices (excluding Public Safety) and the emergency pay period going into effect on Wednesday @ 1pm and the re-opening of city offices/end of the emergency pay period the next day, Thursday @ 1pm.

- All staff would receive regular pay for hours worked until 12:59pm on Wednesday.
- Beginning 1pm Wednesday, non-essential/non-activated full-time staff would be placed on leave and/or not report to work and would be paid emergency administrative leave pay for normally scheduled hours until Thursday @ 1pm.
- Emergency essential/activated staff (exempt and non-exempt) who work during the emergency period shall receive one (1) times their hourly rate for their normally scheduled work hours, plus Disaster Response pay of one and a half (1.5) times their hourly rate for all hours worked during the emergency period.
- Part-time staff working during the emergency period (Wed. 1pm to Thurs. 1pm) would be paid two (2) times their hourly rate for hours worked during the emergency period.
- Non-exempt staff who work during the emergency period will have those working hours used for computing overtime (over 40 hours) during that week.
- Non-exempt staff whose work schedule crosses over the emergency period thresholds will have their hours worked during the emergency period paid at the disaster response rate, while hours worked outside of the emergency period will be paid at the employee's regular pay rate including applicable overtime.

Emergency Employee Assignment Policy

The City has an obligation to maintain staffing and provide services to its citizens during these extraordinary circumstances. Due to the City's location along the Texas Gulf Coast, it is particularly important for City personnel to be prepared for hurricane season, which runs from June 1 – November 30, and for other assigned responsibilities related to the preparation and response to emergencies, on or before June 1st of each year.

Department directors will meet with all supervisors and/or employees concerning yearly disasters and emergency situations since it may be necessary to require some City employees to remain in the City, be called in, or be on standby and be available to work during these situations.

The purpose of this policy is to give department directors the authority to designate employees that will be required to remain on standby or be assigned to various workstations throughout the City so that the department can prepare for storm emergencies.

- Review responsibilities in assigned Annexes of the Integrated Emergency Plan.
- Identify essential and non-essential personnel. Said personnel includes emergency services personnel and all individuals who are required by the City in the course and scope of their employment to provide services for the benefit of the general public during emergency situations. Said list shall be forwarded to the City Manager's office and updated as needed.
- Obtain non-essential employees' evacuation information, including address, phone number, e-mail address, and 3rd party contact.
- Department directors shall also submit an updated list of designated essential employees to the City Manager's office as situations call for them to be available for service. Employees that are required to be on standby or man City facilities will, if possible, be given time to secure their households and make

Emergency Employee Assignment Policy

arrangements for their family members to evacuate or locate to a shelter. Essential employees who are required to be available to work shall be able to use the City shelter should they desire to do so.

- When instructed to do so, it shall be mandatory for employees to report, be on standby, or remain on duty. Failure of an employee to do so may be cause for disciplinary action, up to and including possible termination.

Employee Emergency Info. Sources

Several communication channels will be used in an emergency situation to ensure that messages are relayed to our staff. These include, but are not limited to:

- Employee Telephone Hotline 281-479-7876
- DPTV Comcast Channel 16
- AM Radio Channel 530
- Internet & Intranet Sites: www.deerparktx.gov and www.deerparktx.gov/intranet
- Various news channel outlets on television and radio
- Code Red, the service which enables the City to rapidly disseminate important messages to employees and residents via phone, e-mail, cell phone, and SMS text messaging.

Emergency Employee Contact Info.

City Employees are responsible for maintaining accurate and complete emergency contact information with the City. It is critical that we have this information to ensure communication can flow in times of an emergency. The human resources department will regularly communicate existing emergency contact information to the staff and request updates to this information.

Information that is to be provided by employees for City maintenance include:

- Phone
- Alternate phone
- Cell phone
- Home/personal e-mail address
- Emergency or alternate address information
- Emergency or alternate contact names
- SMS text (if applicable)

Employees can utilize the Address/Emergency Contact Change Form available on the City's Intranet page to update their information as changes occur during the year. This form should be returned to the human resources department when completed.

Emergency Fuel Usage Policy

The purpose of this Administrative Policy is to clarify the City's policy with regards to the use of City fuel by City staff during emergency periods. Because there is an expectation that Emergency essential City staff must be present at work during certain emergency periods and because gasoline/diesel fuel may not be readily available for said employees to purchase from privately owned sources due to such an emergency, the City may provide some basic fuel for commuting to and from work for personal vehicles during identified emergency periods.

Emergency essential staff may be allowed access to the City's Public Works fuel depot to fuel their personal vehicle on a limited basis during emergency periods. Access will be limited to the period in which:

- The Mayor has declared a State of Emergency in the City.
- The City Manager determines that consumer fuel supplies are not readily available in the area.
- Fuel supplies must be sufficient to first supply City vehicles and equipment. If excess capacity is available, the vehicles of emergency essential City personnel will be allowed to receive fuel on a limited basis.

The City Manager will announce when this access period will begin and end, and will communicate accordingly to department directors who will then communicate to their emergency essential staff.

Responding to Media

During emergency periods, media outlets may be in the area and may periodically ask questions or want to interview employees of the City. To prevent erroneous, unauthorized or conflicting information, statements or interviews to the newspapers, radio, television, and other public information media shall be cleared by the City Manager before such statements or interviews are made. In most emergency situations, the city secretary will be identified as the public information officer for the City and will be responsible for disseminating information to the various media outlets.

Shelter In Place Procedure

This procedure provides safety guidelines to all City employees, both inside and field personnel, as well as visitors on City property during chemical emergencies.

Shelter In Place is the recommended action by the City to protect human lives during a major chemical release. It is the action of taking shelter inside a building or vehicle until the outside air is safe.

Each director will appoint a building leader and a back-up for each City building. Each building leader will be responsible for implementation of Shelter In Place procedures during chemical emergencies. The building leader will designate a safe shelter within each City building and keep a safe shelter supply of materials on hand. Local emergency management will assist each building leader to determine a safe shelter.

If you hear the outside alarm or the building pager sound:

- Make sure all employees and visitors in the building are aware that there is an emergency.
- Close all doors and windows.
- Shut down the air conditioning and heating systems.
- Disengage any automatic door openers.
- Invite employees and visitors who are outside to enter the building.
- Keep an employee posted at the main entrance of the building to advise sheltering-in-place to visitors and employees and assist in keeping the door closed.
- Unattended minor age children should not be allowed to leave a shelter until the all clear has been sounded.
- Adults should be advised of the danger, but allowed to leave the building, if desired.

If an employee is working out in the field, take the following action:

- If you have a vehicle available, get inside, close the windows,

cut off the air conditioner and drive to a safe location where you can shelter in a building.
- Advise your supervisor by radio of your location and identify the employees with you, if any.
- Field employees on foot or on tractors should seek shelter in the business closest to their work site.
- Employees without two-way radios should call their director's office at their earliest convenience and advise them of their location.

Personnel Accountability
- Each building leader will account for all personnel assigned to the building.
- Each department with field personnel will assign a supervisor to take a head count of all personnel.
- Each employee shall report to their assigned supervisor as soon as they have reached shelter.

Reporting Information
- Each building leader and field supervisor should make a written report with date, time, and the name of the individual that is unaccounted for.
- Each building leader and field supervisor with unaccounted for personnel should contact their department director.
- Each department director with unaccounted for personnel shall contact the police chief in the EOC.
- The police chief will report any unaccounted for personnel to the EOC manager.

Buildings
- Each building should maintain one open access for employees and the public.
- The building leader, along with other building employees, should lock other doors and tape any loose seals.

Shelter In Place Procedure

- Signs indicating that there is a chemical emergency in progress and everyone should Shelter In Place immediately should be placed on all locked doors identifying the location of accessible entrances.

Records & Equipment Damage Mitigation

Preceding an event that may risk the integrity of computer equipment or electronic records, the information technology services department will be in contact with all departments to ask for their participation and cooperation in securing these valuable assets.

We may request that you do any or all of the following:

- Ensure the City's electronic records are stored on a file server and not on a local drive. The information technology services department will be backing up all file servers, but not local drives and hard drives.
- Unplug your computer equipment and printers.
- Protect computer equipment by placing all components inside.
- Move your computer to higher ground, such as a desktop, to protect them from rising water.
- Make sure your laptop and cell phone are fully charged so you will be able to maintain communication for a period of time in the event of a power outage.
- Keep laptops, cell phones, and if applicable, air cards with you so they will be readily available for use.

In addition to these steps, the information technology services department would like to remind you to clear your desktop of any loose papers or other items that should be protected from water leaks or high winds. If you have special circumstances or unique electronic equipment that needs to be protected, please contact them well in advance so they can assist you in this effort.

Records Security

In accordance with the City's policy on hurricanes, records maintained in the various departments that are considered to be vital to the continuance of government after a storm should be secured and protected. This process should be incorporated into the department's policy for storm preparation. The proper procedures for protecting these records should be coordinated with the records management officer (city secretary) 3 days prior to the predicted arrival of a storm.

The records management officer (RMO) will guide departments in the proper preparation of records for storage during a storm and the retrieval of records after a storm. Preparation of records may require special packaging, which will be the responsibility of the department as instructed by the RMO.

710 E. San Augustine
Deer Park, Texas 77536