

200 Human Resource Policies and Procedures

201.1

The Human Resource Policies and Procedures do not contain any guarantees unless specifically stated. All policies and procedures are subject to change and interpretation by the City Manager, Director of Human Resources, or their designees. The Human Resource Policies and Procedures delineate the manner in which personnel transactions shall be administered throughout the City. Those policies and procedures, which address supervisor/subordinate issues, may be viewed as parameters within which supervisory personnel may exercise reasonable discretion in dealing with specific incidences or problems.

201.2

Departments may develop policies and procedures that are consistent with these procedures in order to meet departmental needs. Department Heads desiring to implement an exception to any rule or regulation contained within the Human Resource Policies and Procedures must request, in writing, approval of the City Manager.

201.3

Neither the merit system nor these Human Resource Policies and Procedures or Rules constitute any contract for employment or continued employment. The sole remedy for an employee alleging breach or other grievance arising under the substantive or procedural aspects of this policy manual shall be provided herein (except Fire and Police Department which have remedies provided by Chapter 143, Texas Local Government Code) and local civil service rules.

300 Classification Plan

301.1

Each regular position shall be classified into a standard class within the City's classification plan. Positions will be grouped into classes in such a way that the positions included in each class are sufficiently similar in duties and responsibilities to warrant similar treatment in personnel and pay administration. Official class titles are to be used in all personnel, payroll, accounting, budget appropriations and financial records and transactions. Working or functional job titles may be used at the discretion of individual departments in all matters, other than those involving records, provided such titles are not the same as any other official class title.

301.2

Job Descriptions shall be prepared by the first-line supervisor in cooperation with the Department Head, Division Director and Human Resources Department with approval of the City Manager. Job Descriptions are primarily descriptive and not restrictive concerning job duties except as the minimum and preferred qualification requirements specified for the position.

301.3

The qualification statement in each Job Description establishes minimum requirements that should be met by any individual before being considered for appointment, transfer or promotion to a position. Alternate combinations of education, training or experience are generally indicated in the Job Description, but do not preclude other combinations designated by the Director of Human Resources.

301.4

When a position study determines the need for a new class, the Director of Human Resources shall be responsible for recommending a new class title and the development of the new Job Description for the proposed change. Periodically or as circumstances require, the Director of Human Resources shall be responsible for the review of existing class specifications and shall make recommendations concerning appropriate revisions. The Department Head and Division Director shall request a position study when a significant modification of a position's duties and responsibilities is made on a permanent basis. The request shall be in writing and shall include the date on which the change took place and a specific description of the nature of the change in duties. If a Department Head and Division Director do not agree with the recommended classification of a position in the department, that Division Director may appeal the recommendation to the City Manager whose decision is final.

400 Compensation Plan

401.1

The pay of employees shall be in accordance with salary schedules approved by the City Commission. The salary schedules of monthly, biweekly and hourly rates together with other employment benefits and working conditions shall comprise the compensation plan. The compensation plan shall consist of 5 salary schedules:

- General Salary Schedule
- Managerial Salary Schedule
- Fire Salary Schedule
- Police Salary Schedule
- Hourly and Temporary Salary Schedule

401.2

Both the General Salary Schedule and Managerial Salary Schedule shall be administered as a performance pay system designed to compensate and reward performance. The salary matrix will be determined by the funding for performance increases approved by the City Commission, if any, through the budgetary process. Salary increases, if any, under the pay for performance plan shall be made on the basis of the approved annual matrix and the employee's individual overall performance evaluation score.

New employees are considered probationary employees for 1 year of continuous service with the City. They will receive a formal evaluation after 6 months of service and again during the anniversary month of their employment and will be eligible for a performance increase with the 12-month evaluation. Subsequent evaluations shall be every 12 months during the anniversary month of employment, unless leave of absence or promotion necessitates modification of the review date, or on a more frequent basis, if required, for remedial purposes.

Promoted employees will be placed on 1-year probation and their annual review date will be changed to the anniversary month of their promotion.

Promoted employees that fail probation and have completed 12 months continuous service with the City may be offered their previous position if the position is open.

401.3

Fire Fighters and Police Officers appointed under the provisions of Chapter 143 of the Texas Local Government Code shall be regulated by that statute and by special provisions applying to salary ranges, steps and time-in-grade as established by the City Manager and approved by the City Commission.

500 Compensation Plan Procedural Rules

501.1

New employees shall be appointed at the recruiting minimum step of the salary range in effect for the particular class or position to which the appointment is made. When a new employee possesses exceptional qualifications, job skills, or job knowledge, or due to conditions in the job market for the position, the City Manager may authorize appointment at any salary amount within the range. The Department Head requesting advanced salary range appointment shall make the request in writing with full and complete justification included.

501.2

When an employee, who has left the City in good standing, is re-employed by the City after a separation of less than 1 year, such employee may, with approval of the City Manager, receive a rate not to exceed the rate paid at the time of separation providing re-employment is to the same job class. The employee shall serve a 1-year probationary period upon re-employment.

After returning to City employment, the employee is eligible for all prior service accrued at the time of the most recent separation from City service for purposes of annual leave accrual benefits. The granting of prior service credit for annual leave accrual purposes shall not be restricted due to length of absence from City service but shall be limited to only 1 instance of return to City employment.

501.3

The City Manager may grant advanced annual leave and sick leave days and establish the rate of accrual for annual leave for position appointments within the Managerial Salary Schedule in recognition of comparable prior service.

501.4

Any regular employee who leaves City service to enter active military duty for the Armed Forces of the United States and in conformity with Section 608 of this policy, returns to a position in the class previously held, shall be entitled to receive a rate of pay equivalent to the pay previously received at the time the employee entered active military duty, including service credit, for all service time before and after entering military service.

501.5

When an employee is transferred to a regular duty position not previously held by that employee and such change is either a lateral transfer or a demotion, the employee shall receive the minimum rate in the salary range established for such class or such other rate within the applicable range as the employee may be entitled to by reason of crediting prior performance increases.

The performance increase eligibility date shall remain the same, upon transfer or demotion. Both voluntary and involuntary demotions shall require a reduction in pay giving credit for prior performance increases. A voluntary demotion or transfer must be by written, joint agreement of the Department Head receiving the employee and the employee.

501.6

An employee who is promoted to a position in a class with a higher salary range shall receive the entry rate for the higher class or a 5 percent increase, or an agreed upon adjustment as appropriate to the position as determined by the City Manager.

501.7

If a position is reclassified to a class with the same salary range, the salary shall not change. If the position is reclassified to a class with a different position title and higher salary range, the performance increase eligibility date shall be treated as if the employee had been promoted as set forth in Section 401.2.

501.8

A City of Amarillo retiree (except retirees of the Amarillo Firemen's Relief and Retiree Fund) may not return to City of Amarillo regular employment until 6 months after date of retirement. The re-employed retiree shall be appointed at the recruiting minimum step of the salary range in effect for the particular class or position to which the appointment is made.

501.9

As a condition of employment, all hourly and temporary employees with less than 1,000 hours worked during a calendar year shall be required to participate in the City's defined retirement contribution plan (IRS Section 457) at the minimum contribution rate required by Federal law. Hourly and temporary employees with 1,000 or more hours worked during a calendar year shall be required to participate in the Texas Municipal Retirement System.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Annual Leave
 Policy Number: 601
 Effective Date: November 1, 2022
 Approved by: Jared Miller, City Manager
 Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidelines for the administration of the City of Amarillo’s Annual Leave benefits.

II. Scope

This policy is applicable to all full-time employees.

III. Procedures

III.1 All full-time, Civilian employees accrue annual leave on a bi-weekly basis starting on day one of employment. The total amount of leave to be earned each year of continuous service is as follows:

Years of Service	Annual Accrual Amount (hours)
Less than one year	80
Year 1	88
Year 2	96
Year 3	104
Year 4	112
Year 5	120
Year 6	128
Year 7	136
Year 8	144
Year 9	152
Year 10 to 19	160
Year 20+	200

Chapter 143 Police Officers and 40-hour Fire Fighters accrue annual leave on a bi-weekly basis starting on day one of employment. The total amount of leave to be earned each year of continuous service is as follows:

Years of Service	Annual Accrual Amount (hours)	
	Police & 40-hour Fire	56-hour Fire
Less than six years	120	180
Year 6	128	192
Year 7	136	204
Year 8	144	216
Year 9	152	228

Year 10 to 19	160	240
Year 20+	200	300

- III.2 Annual leave earned by an employee during a biweekly pay period will be available the following pay period.
- III.3 Regular employees hired prior to October 1, 2007, and Chapter 143 Fire Fighters and Police Officers, leaving the service of the City shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 520 hours (780 hours for 56-hour Fire Fighters). No employee shall be granted annual leave, in excess of accrued leave.
- III.4 City employees hired prior to October 1, 2007, and Chapter 143 Fire Fighters and Police Officers, who retire will be allowed to convert any available annual leave, above 520 hours (780 hours for 56-hour Fire Fighters) paid at retirement, into a Health Reimbursement Account (HRA). Each 30 hours of accrued annual leave above 520 hours (42 hours of accrued annual leave above 780 for 56-hour Fire Fighters) will be converted to the equivalent of 1 month of retirement-only health benefit coverage at their current rate for Medical Plan 1.
- III.5 Regular employees (except Chapter 143 Fire Fighters and Police Officers) hired after October 1, 2007, shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 240 hours. Annual leave hours will be capped at 240 hours. No employee shall be granted annual leave, in excess of accrued leave.
- III.6 The Department Head or designee shall determine when annual leave may be taken consistent with departmental staffing needs. All employees shall be expected to request annual leave in accordance with departmental requirements.
- III.7 Once the employee begins the approved annual leave, the employee shall remain on annual leave until the approved annual leave period has ended in the event an employee becomes ill or is accidentally injured while on annual leave. If after annual leave has ended, and the employee remains ill or is still recovering from injury, accrued sick leave will be applied to the absence and continued until exhausted or the employee returns to work, whichever occurs earlier.
- III.8 No employee may apply Annual Leave to any hours coded as hours worked.

IV. Annual Leave Buyback

- IV.1 The Annual Leave Buyback program ("ALB") is subject to annual approval of the budget by the City Council on an annual basis.

In the fiscal year the ALB is approved, employees with ten (10) years of continuous full-time service may elect a one-time payment of 40 unused Annual Leave hours (56 hours for 56-hour Fire Fighters) at the employee's hourly base wage. Participating employees must have a remaining Annual Leave accrual balance of not less than 80 hours (112 hours for 56-hour Fire Fighters) after the hours are deducted for the buyback. ALB payments are considered income and subject to all applicable taxes and withholdings. In years ALB is approved, eligible employees may begin exercising this policy starting November 1 through September 1 of the fiscal year. Disbursement elections must be made using the

Annual Leave Buyback Election Form (Attachment A). Participation in the ALB is limited to once per fiscal year. Disbursement elections must be made using the approved form. Disbursement elections may not be made for an amount less than 40 hours (56 hours for 56-hour Fire Fighters).

VI. Exceptions

The City Manager reserves the right to override or modify this policy at any time.

Attachment A

**Annual Leave Buyback
Election Form**

The Annual Leave Buyback program ("ALB") is subject to annual approval of the budget by the City Council on an annual basis.

In the fiscal year the ALB is approved, employees with ten (10) years of continuous full-time service may elect a one-time payment of 40 unused Annual Leave hours (56 hours for 56-hour Fire Fighters) at the employee's hourly base wage. Participating employees must have a remaining Annual Leave accrual balance of not less than 80 hours (112 hours for 56-hour Fire Fighters) after the hours are deducted for the buyback. ALB payments are considered income and subject to all applicable taxes and withholdings. In years ALB is approved, eligible employees may begin exercising this policy starting November 1 through September 1 of the fiscal year. Disbursement elections must be made using the Annual Leave Buyback Election Form (Attachment A). Participation in the ALB is limited to once per fiscal year. Disbursement elections must be made using the approved form. Disbursement elections may not be made for an amount less than 40 hours (56 hours for 56-hour Fire Fighters).

I elect to sell to the City of Amarillo forty (40) hours (fifty-six (56) hours for 56-hour Fire Fighters) of Annual Leave. I understand that, after the buy-back hours are deducted from my balance, my balance must be at least 80 hours (112 hours for 56-hour Fire Fighters). I understand that this amount will be paid with my regularly scheduled paycheck following the pay period this election form is submitted.

Employee ID #: _____

Employee Name Printed

Employee Signature

Date

Return this form to Payroll at 601 S. Buchanan, Room 104, or by email at payrolldepartment@amarillo.gov.

Payroll Use Only

___ 40-hour employee ___ Remaining A/L Balance \geq 80 hours

___ 56-hour fire fighter ___ Remaining A/L Balance \geq 112 hours

Added to paycheck dated: _____

602 Leave of Absence with Pay

602.1

Attendance of full-time, regular employees at conventions, short training courses, meetings of like nature, or jury duty, if approved by the Department Head or designee, shall be considered leave of absence with pay.

603 Leave of Absence without Pay

603.1

This procedure shall be followed in processing all requests by regular employees for temporary leave of absence without pay. It is the intent of this policy to provide an equitable method for administrative review of all requests for temporary leave of absence without pay based upon the same standards and guidelines. Leave of absences that qualify under the Family Medical Leave Act will be assessed according to Section 604.

The Department Head and Division Director may grant any regular employee in the department leave of absence without pay not exceeding a total of 7 days in a calendar year.

Leave of absence beyond 7 days may be requested by a Department Head or Division Director and presented through the Director of Human Resources to the City Manager for approval or rejection.

603.2

An employee requesting temporary leave of absence without pay due to impairment shall be responsible for submitting a formal written memorandum or letter to the Department Head specifying the following information:

Nature of the impairment;

Name of the physician or provider administering treatment for the condition; and

Period of time requested for leave of absence without pay and the specific date on which the employee expects to be able to return to full duty.

The employee shall be required to attach a signed statement by the physician or provider of the treatment outlining, in reasonable detail, the employee's condition and prognosis for recovery. In addition, the employee must submit a signed release authorizing the City Medical Director to review all employee medical records relevant to the treatment in question.

603.3

The employee's documented past and present job performance and record of attendance are the criteria to be used in evaluating requests for a leave of absence without pay. Attendance shall take into account whether or not employee absences were previously approved by the Department Head and were based upon valid medical reasons. When such leaves of absence meet the sick leave requirements of Section 605.4 of these rules, the employee shall be required to use all accrued sick leave followed by all accrued compensatory and annual leave prior to being placed on leave of absence without pay.

The department's ability to temporarily be without the services of the employee is used in evaluating requests for a leave of absence without pay. In making this evaluation the Department Head should consider whether or not the employee's absence would create an undue hardship on departmental operations.

603.4

If, after a complete review of the request for leave of absence without pay, the results indicate the department scheduling and work requirements are the sole reason for not recommending leave without pay; the Department Head or Division Director may recommend to the Director of Human Resources that the employee be placed on a reinstatement roster. If approved by the Civil Service Commission, the employee shall be given preferential consideration, upon his/her stated desire to return from leave without pay, for appointment to the next available vacant position previously held by the employee or for which the employee qualifies.

603.5

Employees on leave of absence without pay shall be responsible for making arrangements with the Accounting Department for the continued personal payment of all health plan and life insurance premiums and other payroll deductions during the duration of the approved leave of absence without pay and:

Employees shall not be eligible to accrue annual, sick or injury leave during the period the employee is on leave of absence without pay.

Any employee on leave of absence without pay for 12 consecutive months or longer may be terminated with or without cause, consistent with applicable FMLA and ADA policies.

603.6

While leave of absence without pay resembles FMLA, this leave is intended for use in situations not involving an FMLA qualifying event. If an absence is due to an FMLA qualifying event, then that policy shall provide leave and this policy shall not be cumulative or in lieu of FMLA leave.

603.7

During any period of leave without pay due to FMLA, Worker's Compensation injury, military leave, or any other unpaid leave and the employee has elected to contribute to a Flexible Spending Account (FSA), the election is revoked and contributions cease during the leave without pay period.

Reimbursements will continue for prior contributions received. Reimbursements will not be made for services rendered during the period of leave without pay.

The employee may elect to make after tax contributions during the leave without pay period. The affected employee may reinstate the prorated share of FSA contributions upon returning to work.

604 Family Medical Leave Act

604.1

All eligible employees will be provided up to 12 weeks of job protection for certain family and medical leave in compliance with the Family Medical Leave Act of 1993. "Eligible" employees are those who have worked for the City of Amarillo for a minimum of 1 year and have worked at least 1,250 hours during the previous 12 months.

604.2

Family Medical Leave may be used for the following reasons:

- A. Birth of a child of the employee and in order to care for the child;
- B. Placement of a child with the employee for adoption or foster care;
- C. To care for the employee's spouse, child or parent who has a serious health condition; or
- D. A serious health condition that makes the employee unable to perform the functions of the employee's position.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

A serious health condition means an illness, injury, impairment, or physical or mental condition that includes inpatient care or continuing treatment by a health care provider.

604.3

The 12-month period during which an employee is eligible and eligibility for up to 12 weeks of FMLA leave is based on a rolling 12 month period that looks back from the current request for FMLA leave.

604.4

An employee on FMLA leave must substitute and exhaust all applicable accrued annual and sick leave as part of the 12 workweeks of FMLA leave, before beginning leave without pay status. The employee, at their option, may substitute compensatory leave for leave without pay.

604.5

An employee may take FMLA leave on an intermittent or reduced leave schedule for reasons under Section 604.2 C and D. Intermittent or reduced leave is not available for leave taken under Section 604.2 A and B.

604.6

An employee intending to take FMLA leave due to childbirth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to his/her Department Head and to the Director of Human Resources as soon as the necessity for the leave arises.

604.7

Within 2 business days of receipt of notice from an employee requesting paid or unpaid leave for any of the reasons listed in Section 604.2, the employee's Department Head must notify the Director of Human

Resources who will determine if the reason for the leave qualifies for FMLA leave and begin the necessary documentation.

604.8

A husband and wife who are eligible for FMLA leave and are both employed by the City, are entitled to 12 weeks of FMLA in a 12-month period except:

- For birth of the employees' son or daughter or to care for the child after birth;
- For placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or
- To care for the employee's parents with a serious health condition.

In the circumstances described above the husband and wife are limited to a combined total of 12 weeks of FMLA leave during a 12-month period. For the birth of a child, a maximum of 2 weeks of sick leave is allowed without a physician statement.

604.9

The Director of Human Resources may require, by written request, that FMLA leave be supported by a certification issued by the health care provider of the employee, or the child, spouse, or parent of the employee. A certification must be furnished in a timely manner when requested and must state:

- The date on which the serious health condition commenced;
- The probable duration of the condition; and
- The appropriate medical facts within the knowledge of the health care provider.

604.10

The City will provide health benefits to an employee while on FMLA leave at the level and under the conditions benefits would have been provided if the employee had continued in regular employment, subject to the employee continuing to pay any payment required prior to start of the FMLA leave.

604.11

The City may deny FMLA under any of the following circumstances:

- There is not a qualifying event or the employee has not worked the required time; or
- An employee fails to give timely advance notice when the need for FMLA leave is foreseeable. Family Medical Leave Act leave may be delayed until 30 days after the date the employee provides notice to the City of the need for FMLA leave; or
- An employee fails to provide within 15 days a requested medical certification to substantiate the need for FMLA leave; or
- All FMLA leave has been exhausted for that 12-month period.

604.12

If an employee fails to provide requested fitness-for-duty certification to return to work, the City may delay restoration until the employee submits the certificate. If an employee fraudulently obtains FMLA leave, the City may deny job restoration or maintenance of health benefits in addition to other disciplinary action.

604.13

If the employment relationship between the City and the employee terminates, an employee's rights to continued leave, maintenance of health benefits and job restoration cease under FMLA.

604.14

If a conflict should occur between these policies and the FMLA of 1993, the Act shall prevail.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Temporary Policy and Procedures:
Emergency Paid Sick Leave
(Policy may be amended due to further Federal guidance)

Policy Number: 604.19

Effective Date: January 1, 2021 until March 31, 2021

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidance and instruction to employees on how to manage time away from work due to a qualified COVID-19 leave of absence. When a nationwide emergency rises to a level that results in quarantine, and the like, this policy addresses time away from work for employees to provide care for their children, themselves, and/or other individuals in a manner allowing for the continuity of the required City operations and service delivery.

II. Scope

The Emergency Paid Sick Leave provides paid leave to full-time and part-time employees when they are unable to work for reasons outlined in this policy.

III. Definitions

COVID-19 – A new strain of coronavirus that was discovered in 2019 and has been deemed a pandemic.

Child – a son or daughter defined as a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis who is under 18 years of age; or a child over 18 years of age who is incapable of self-care because of a mental or physical disability.

Family Member - spouse, parent, child (biological, adopted, foster, step, or stood in as parent (in loco parentis)). This does not include parent-in-law.

Quarantine/Isolation- A requirement set forth by local, state or Federal Government or healthcare provider requiring an individual to isolate themselves from contact with others by remaining in their home for a specified period of time.

IV. Employee Responsibilities

Employees who think they qualify for leave under this policy must notify their supervisor/manager and Human Resources as soon as practicable. This notification allows the City to take appropriate workplace precautions to protect other employees (if applicable). Any medical information provided to the City is confidential. Only appropriate, need to know information will be provided to City

management or other first aid/safety personnel as required for implementing appropriate workplace precautions to maintain a safe work environment. Employees are required to provide appropriate medical documentation to support the usage of leave for this policy to Human Resources in a timely manner.

The employee may not take leave under this Policy, or refuse to work, simply to avoid possible exposure in the workplace. Employees who have concerns about their own or a family member's disability that creates an increased risk associated with the COVID-19 pandemic are encouraged to notify Human Resources to discuss possible accommodations in accordance with the Americans with Disabilities Act (ADA).

V. Emergency Paid Sick Leave

- V.1 Full-time employees will be granted two weeks (up to 80 hours) of Emergency Paid Sick Leave.
- V.2 Eligible part-time and seasonal employees will be granted EPSL equal to the number of hours normally worked by the employee in a two-week period. If the normal scheduled hours are unknown, or if the part-time or seasonal employee's schedule varies, the City may use a six-month average to calculate the average daily hours. Part-time or seasonal employees may take EPSL for this number of hours per day for up to a two-week period.
- V.3 EPSL is not required to be taken at once and shall cease when the need for leave ends. EPSL offered under this provision does not carry over from one year to the next. Employees must follow normal sick leave notice procedures in order to use EPSL. This leave is paid to employees who are unable to work, or telework because:
 - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 - c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 - d. The employee is caring for an individual who is subject to an order as described in (a) or has been advised as described in (b);
- V.4 EPSL will be paid at the employee's regular rate of pay not to exceed \$511 per day, and \$5,110 in the aggregate, for leave taken in accordance with V.V3a, b or c.
- V.5 EPSL will be paid at two-thirds of the employee's regular rate of pay, not to exceed \$200 per day, and \$2,000 in the aggregate, for leave taken in accordance with V.V3.d.
- V.6 EPSL is available to full-time and part-time employees effective March 1, 2021 or for new hires on their first day of employment, ending March 31, 2021.

VI. Procedures

- VI.1 Employees must report absences due to EPSL to their supervisor/manager as normal, with as much advance notice as practicable. Employees requesting leave must complete the self-certification form and return via email to HRdept@amarillo.gov or in person to the Human Resources Department "within two business days of requesting leave."
- VI.2 The Human Resources Department may require a doctor's note.
- VI.3 EPSL hours do not count as hours worked in the calculation of overtime.
- VI.4 Employees may apply an available paid leave accrual to supplement their EPSL pay if the available approved emergency leave is less than their regular schedule. For example, if an employee is paid 2/3 of their pay using available EPSL, they may apply an available paid leave accrual to the remaining 1/3 of their pay.

VI.5 No employee will be compensated for unused leave associated with the EPSL upon separation of service.

VII. Exceptions

VII.1 Federal and/or State acts may be amended and/or enacted that provide additional leave coverage more than the benefits provided by the City of Amarillo. All employees electing EPSL act are still responsible for adhering to employee responsibilities established in Section IV of this policy.

VII.2 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.

605 Sick Leave

605.1

All full-time, regular employees, with the exception of Fire Fighters and Police Officers, shall accrue sick leave with pay at the rate of 12 working days each year, to be accrued on a biweekly pay period basis. Fire Fighters and Police Officers shall accrue sick leave with pay at the rate of 15 working days each year, to be accrued on a biweekly pay period basis. In all cases the accrual will be available the pay period following the period accrued.

Sick leave shall accrue only when hours worked and approved paid leave exceeds unpaid leave on a biweekly basis.

605.2

Employees hired prior to October 1, 2007 may accumulate sick leave without limit and may be used as approved by the Department Head or Division Director while an employee is unable to work as stated in Section 605.4. In the event an employee, for any reason, leaves the service of the City, the employee shall be eligible to receive the full amount of the employee's salary for the accumulated sick leave according to the following schedule:

Zero through 10 years of continuous service – no payment of accrued sick leave upon termination.

Over 10 years of continuous service – 100 percent payment of accrued sick leave upon termination, not to exceed 90 days.

Fire Fighters and Police Officers, regardless of years of service, shall be paid 100 percent of accrued sick leave, upon termination, not to exceed 90 days.

If the employee is within 3 years of retirement eligibility, has a minimum of 102 days of accumulated sick leave and completes an Intent to Retire Form, a voluntary selection may be made to credit such amounts, over a 3-year period, under the City's Deferred Compensation Plan (IRS Section 457). Employees eligible to retire under TMRS after 10 years of service with the City of Amarillo and age 60 will be eligible to credit these amounts if they have a minimum of 72 days of accumulated sick leave.

City employees who are eligible to retire will be allowed to convert any available sick leave, above the 90 days sick leave paid at retirement into a Health Reimbursement Account (HRA). Each 30 hours of accrued sick leave above 90 days will be converted to the equivalent of 1 month of retiree-only health benefit coverage. The resulting dollar value will be deposited into the retiree's HRA.

Employees retiring prior to the adoption of the HRA may voluntarily have their remaining months of retiree health coverage converted and contributed to the HRA. This is a one time conversion and converted sick leave may not be converted back to sick leave.

Regular employees (except Chapter 143 Fire Fighters and Police Officers) hired after October 1, 2007, with 10 continuous years of service, shall be eligible to receive the full amount of the employee's salary for the period of accumulated sick leave, not to exceed 60 days. Sick leave hours will be capped at 480 hours.

Fire Fighters working a 56-hour work schedule who retire will be allowed to convert any available sick leave, above the 90 days paid at retirement, into an HRA. Each 42 hours of accrued sick leave above 90 days will be converted to the equivalent of 1 month of retiree-only health benefit coverage. The resulting dollar value will be deposited into the retiree's HRA.

605.3

For employees who are scheduled to work a regular 40-hour workweek, 8 scheduled working hours shall be counted as 1 working day for sick leave purposes; for Fire Fighters who are scheduled to work an average 56 hours per week on an annual basis, 12 scheduled working hours shall be counted as 1 working day for sick leave purposes.

605.4

Sick leave may be granted only for a bonafide physical or mental illness or injury under the following conditions:

- Legal quarantine, serious illness, fitness-for-duty exam or to serve as pallbearer for immediate family. The immediate family shall be defined as:

Father	Father-in-law	Stepfather
Mother	Mother-in-law	Stepmother
Brother	Brother-in-law	Stepbrother
Sister	Sister-in-law	Stepsister
Son-in-law	Daughter-in-law	Stepchild
Spouse	Child	Grandson
Grandfather	Grandmother	Granddaughter

- In the case of a death in the immediate family, the Department Head may grant 3 working days of available sick leave to the employee. Any additional sick leave granted for this purpose shall require approval of the City Manager.
- For medical, dental, psychologist, psychiatrist and ocular appointments of an employee, employee's spouse, dependent children or dependent parent.

A Department Head may require an employee to provide a physician's release to return to work and/or a physician's statement of medical treatment prior to approval of sick leave. All unauthorized absences shall constitute leave of absence without pay.

Accrued sick leave or annual leave may be used, at the employee's election, to supplement worker's compensation income benefits when injury leave per Section 607 is either unavailable or exhausted.

Each calendar year an employee may use 2 days of sick leave as Personal Time Off (PTO). Personal Time Off may be used in accordance with rule 601.4.

605.5

In the event an employee (except Chapter 143 Fire Fighters and Police Officers) leaves the service of the City and receives payment for accrued sick leave then returns to employment with the City, the employee will not be required to repay sick leave to the City. If, however, after 10 years of service with the City the employee terminates City employment, the employee shall only be eligible to receive cash payment for accrued sick leave up to a maximum of 90 days less any amount of sick leave taken or which was previously paid as a result of a former termination.

Former employees, who left City employment and were previously paid for accrued sick leave, shall be required to repay such sick leave at current dollar value prior to returning to City employment if re-employment is to the position of either Fire Fighter or Police Officer. Upon repayment, the employee shall receive immediate credit for an equivalent dollar value of sick leave days, taking into consideration the dollar value of a "working day" based upon the employee's current rate of pay.

605.6

Employees who are absent from work because of illness or non-service connected injury are responsible for:

Reporting their absence to their Department Head 30 minutes before the start of their workday on the day of absence and shall assure he/she can be reached either by telephone or in person at their residence, except for hospitalization or doctor visits.

Any employee who fails to follow either requirement shall be penalized by having the leave charged to annual leave or leave without pay. Department Heads may limit the use of sick leave by employees who are failing to accumulate sick leave and are suspected of misrepresenting the need to use sick leave. The misuse or abuse of sick leave benefits shall be grounds for disciplinary action, including dismissal.

605.7

There shall be no deductions from the compensation of employees exempt from overtime provisions of the Fair Labor Standards Act, for periods of absence from work of less than 1 day, if such employees have no accumulated sick or annual leave.

605.8

Employees desiring to donate annual leave or compensatory time to another City employee, to be used as sick leave by the receiving employee, may do so by completing the Authorization to Transfer Compensatory Time/Annual Leave Form, available in the Human Resources Department. The transfer must be approved by the donating employee's Department Head and Division Director.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Holiday
 Policy Number: 606
 Effective Date: December 21, 2022
 Approved by: Jared Miller, City Manager
 Mitchell Normand, Director of Human Resources

I. Purpose

The City of Amarillo provides paid annual holidays to all eligible full-time employees.

II. Scope

This policy is applicable to all full-time employees.

III. Definitions

Recognized Holiday: a calendar date that is recognized and designated by the City Council as a holiday.

Observed Holiday: a designated calendar date to acknowledge a recognized Holiday which may be the same date as the Recognized Holiday, or it may be a date different from the Recognized Holiday.

Holiday Pay: pay that an employee receives for regularly scheduled work hours during city closure on an Observed Holiday.

IV. Procedures

Full-time regular employees shall be paid for the following recognized holidays:

Recognized Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Taken at employees' discretion with supervisory approval

A holiday which falls on a Sunday is observed on the following Monday and a holiday which falls on a Saturday is observed the previous Friday, unless the City Manager designates another day as the observed holiday.

V. Floating Holiday

Each regular full-time employee is given one Floating Holiday per fiscal year. Employees may designate a day of choice with supervisory approval. The Floating Holiday accrual will be equal to an employee's regular scheduled work shift. If an employee's work schedule changes, their Floating Holiday will be adjusted accordingly. An employee must use their entire accrual at one time, and it cannot be used incrementally. If an employee does not use their Floating Holiday within the fiscal year, they will forfeit their Floating Holiday for that fiscal year. Floating Holidays will not be rolled over to the next fiscal year. Employees will not be paid for their unused Floating Holiday upon separation of service.

VI. Holiday Observance Dates

If a Recognized Holiday falls on Saturday, the holiday shall ordinarily be observed the preceding Friday. If it falls on Sunday, it shall ordinarily be observed the following Monday. The City Manager reserves the right to designate the holiday observance date(s).

VII. Compensation

- a. Texas Local Government Code 143 Fire Fighters and Police Officers who perform their duties on a Recognized Holiday or an Observed Holiday have the option to receive credit for the holiday worked added to their annual leave accrual or be paid for their holiday worked. The number of hours added to the annual leave accrual or amount paid, shall be the same as the hours of their regular scheduled shift at the time the holiday is worked. Any hours worked on a holiday shall be paid as time worked.
 - i. If a Texas Local Government Code 143 Fire Fighter or Police Officer works on the Recognized Holiday and the Observed Holiday, the employee is only eligible for holiday pay for the Observed Holiday.
 - ii. APD Police Officers and Fire Fighters designate the preferred compensation annually.
- b. Full-time Civilian employees who perform their duties on an Observed Holiday, shall have credit of the holiday worked added to their annual leave accrual. The number of hours added to annual leave accrual shall be the same as the hours of their regular scheduled shift at the time the holiday is worked. Any hours worked on a holiday shall be paid as time worked.
- c. An employee absent without approved leave on a workday immediately preceding or following a Recognized and/or Observed Holiday, shall not be paid for the holiday unless it is worked.
- d. Employees who are on an approved paid leave of absence will receive holiday pay if the Observed Holiday falls on a day the employee would have normally been scheduled to work. If an employee is on an unpaid leave of absence on an Observed Holiday, the employee is not eligible for holiday pay.
- e. Employees not regularly scheduled to work on an Observed Holiday are not paid for the holiday. Employees must be regularly scheduled to work on the Observed Holiday to be paid for the holiday

VIII. Exceptions

The City Manager reserves the right to modify, override or supplement this policy at any time.

607 Injury Leave

607.1

Any temporary, seasonal or probationary employee will be eligible only for worker's compensation benefits as provided by law and is not eligible to receive injury leave from the City of Amarillo. All full-time, regular employees (excluding Chapter 143 Fire Fighters and Police Officers) who have completed at least 5 years of continuous and uninterrupted service with the City shall be entitled to injury leave with full pay for periods of time commensurate with the nature of injury sustained while in the course and scope of their City employment. Injury leave benefits shall accrue at the rate of 1 month of benefits for each year of continuous active service. In no event shall any employee accrue more than 1 year of injury leave benefits. Injury leave benefits for Chapter 143 Fire Fighters and Police Officers shall be governed by the provisions of Chapter 143 of the Local Government Code.

607.2

To calculate the benefits to be paid, the total amount of worker's compensation benefits paid to an injured employee shall be deducted from the employee's ordinary salary so that in no event shall an injured employee receive a greater income while on injury leave than he/she would while performing regular duties.

607.3

The following conditions must be met before an employee will be eligible for injury leave:

The injury must be reported on the proper accident form to the appropriate supervisor or Department Head, by the employee, no later than 48 hours after the occurrence of the accident.

All employees on injury leave may be requested to submit to an examination, at City expense, by the City Physician or such other physician or medical provider as may be selected by the City. Failure to submit to such an examination or to diagnostic tests or other medical or surgical procedures as specified by the City Physician will be grounds for discontinuation of injury leave. Repeated failure to keep medical appointments with the City Physician will be deemed a refusal, by which the employee will forfeit all rights to any future injury leave. In the event the City Physician determines, that reasonable and necessary medical treatment should be received by the employee and the employee refuses to make himself/herself available for each treatment, the employee will forfeit all rights to any future injury leave. Injury leave will have no effect on the employee's worker's compensation benefits.

The City will be subrogated to the rights of an injured employee or his/her beneficiary, against a third party, to the extent of the injury benefits paid such employee under this provision. Employees are required to notify the City and cooperate with the City in subrogation claims. Injury leave benefits may be forfeited for failure to notify and cooperate with the City in protecting subrogation rights.

All employees will forfeit all rights to any future injury leave benefits that would otherwise have been provided due to his/her physical injury if any of the following conditions exists:

The employee is found to be working, either part or full-time, for pay or as a volunteer on behalf of himself/herself or any other employer while the employee is on injury leave;

The employee resigns for any reason while receiving injury benefits;

The employee is discharged or suspended for any reason other than inability to perform his/her duties due to the injury while receiving injury leave benefits;

The employee consistently fails or refuses to comply with or consistently disregards or violates the treating physician's instructions regarding treatment of the employee's injuries;

The employee retires or dies while receiving injury leave benefits;

The employee refuses to perform light, partial, modified or part-time duty when offered by the Department Head and authorized by the treating physician and/or City Physician.

608 Military Leave of Absence

608.1

Any full-time, regular employee who submits appropriate documentation requiring attendance for a period of training or other active duty as a member of the United State Armed Forces or State military forces in keeping with 431.005, Texas Government Code, will be given military leave with pay and accrue benefits, as if on the job, for a period or periods not exceeding a total of 15 working days in 1 calendar year. An employee eligible for military leave who is ordered to participate in training or other duty for more than 15 working days in 1 calendar year may, at their option; use accrued annual and/or compensatory leave or be placed on leave without pay for time in excess of 15 working days. A part-time or seasonal employee will be given up to 15 working days per calendar year authorized leave without pay for this purpose.

608.2

Any full-time, regular employee who leaves his/her position for the purpose of entering the Armed Forces of the United States, or enters service as a member of State military forces, or as a member of any of the reserved components of the Armed Forces of the United States, shall be restored to employment in the same or equivalent position as held at the time of induction, enlistment, or order to active Federal or State military duty, in accordance with 4312, Title 38, United States Code, if the employee:

- Is physically and mentally qualified to perform the duties of the position;
- Was discharged, separated or released from military service under honorable or general conditions;
- The cumulative length of all absences from employment with the City by reason of service in the uniformed service does not exceed 5 years; and
- Makes written application for re-employment within 90 days after discharge or release from active military duty and presents evidence of the discharge, separation or release.

608.3

Any full-time, regular employee who is absent from his/her position of employment by reason of service in the uniformed services may elect to maintain City health plan coverage under the terms and conditions specified in 4317, Title 38, United States Code.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Mental Health Leave
Policy Number: 609
Effective Date: September 1, 2023
Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. PURPOSE

Pursuant to Texas Local Government Code Section 614.015, The City of Amarillo adopts the Mental Health Leave for Peace Officers who are employed as Peace Officers by the City of Amarillo. This policy provides guidance on the application of mental health leave.

II. SCOPE

This policy applies to all individuals employed as Peace Officers or full-time telecommunicators for the City of Amarillo.

III. DEFINITIONS

Authorized designee – management personnel identified by the Department Director to manage requests for mental health leave consistent with the Department Director’s authorization and this policy.

Department Director – The most senior authority of the department authorized to employ peace officers. Examples include the Police Chief.

Leave administrator - designated organization identified by the City of Amarillo to administer the City’s leave programs.

Mental health leave – administrative leave with pay granted in response to a traumatic event that occurred in the scope of the peace officer’s employment.

Mental Health Professional – a licensed social or mental health worker, counselor, psychotherapist, psychologist, or psychiatrist.

Telecommunicator – a person acknowledged by the commission and employed by or serving a law enforcement agency that performs law enforcement services on a 24-hour basis who receives, processes, and transmits public safety information and criminal justice data for the agency by using a base radio station on a public safety frequency regulated by the Federal Communications Commission or by another method of communication.

Traumatic event: an event which occurs in the peace officer(s) scope of employment when the officer is involved in the response to, or investigation of, an event that causes the officer to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident. Traumatic events may include, but are not limited to, the following:

- a. Major disasters which may include response to weather related events involving multiple casualties; or explosions with multiple casualties; or search and recovery missions involving multiple casualties;
- b. Incidents involving multiple casualties which may include shootings or traffic accidents;
- c. Line of duty death or suicide of a department member;
- d. Death of a child resulting from violence or neglect;
- e. Officer(s) involved shooting of a person.

IV. RESPONSIBILITIES

IV.1 Department Director

- a. Ensure all applicable personnel are knowledgeable of this policy.
- b. Ensure consistent application and adherence to this policy.
- c. Identify designees authorized to receive and approve requests for mental health leave.
- d. Approve requests for mental health leave.

IV.2 Designee

- a. Receive all requests for mental health leave and approve requests for mental health leave, as authorized by the Department Director.
- b. Maintain confidentiality when managing an employee's mental health leave request.
- c. Respond immediately to an employee's request for mental health leave.
- d. Notify designated timekeeper of approved request for mental health leave.
- e. Maintain all requests for mental leave.

IV.3 Employee Responsibilities

- a. Submit requests for mental health leave to the appropriate designee(s).

V. PROCEDURES

- V.1 An officer or telecommunicator directly involved in a traumatic event may request the use of mental health leave. The request shall be made in writing through the chain of command. The request shall be treated as a priority matter and a decision on the granting of the leave shall be made no later than 24 hours following the submission of the request. The request shall be granted unless the chain of command can articulate specific compelling reasons to deny granting the leave.
- V.2 A supervisor or coworker who becomes aware of behavioral changes in an officer or telecommunicator directly involved in a traumatic event should suggest to the officer that he or she seek mental health leave and the assistance of a mental health professional.
- V.3 Any request for mental health leave shall be treated as strictly confidential by all parties involved and shall not be discussed or disclosed outside the officer's immediate chain of command, and only as necessary to facilitate the use of the leave. Any officer, telecommunicator or supervisor who becomes aware of behavioral changes and suggests the officer seek mental health leave shall not discuss that matter with any third party. Any breach of this confidentiality shall be grounds for discipline.
- V.4 Confidentiality may be waived by the officer or telecommunicator seeking mental health leave. Confidentiality may be waived under circumstances which indicate the officer is a danger to himself or herself or others and department personnel must confer with mental health professionals.
- V.5 An officer directly involved in a traumatic event may request up to three working days of mental health leave.
 - a. Extensions of mental health leave may be available under certain circumstances. If an officer or telecommunicator experiences a need for additional mental health leave, the authorized designee shall engage the Risk Management Department to consider options available under Texas Workers' Compensation law. If determined to not be

compensable under the guidelines of the Division of Workers' Compensation, the officer or telecommunicator may request additional time off consistent with City of Amarillo Leave Policies.

VI. AVAILABLE MENTAL HEALTH SERVICES

All City of Amarillo employees have access to available counselling services through the contracted Employee Assistance Program (See Attachment A). Employees covered under the City's group medical plan may also seek treatment from a mental health professional included in the approved medical network (See Attachment B)

VII. EXCEPTIONS

The City Manager reserves the right to modify, override, and/or supplement this policy at any time for any reason based upon Federal, State, or local law and/or based on the needs of the City.

Employee Assistance Program (EAP)

The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you, your dependents, and household members as of your first day of employment with the City. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work and life issues in order to live happier, healthier, more balanced lives. From stress, addiction and change management, to locating childcare facilities, legal assistance, and financial challenges, their qualified professionals are here to help. These services are completely confidential and can be easily accessed 24/7, offering you around-the-clock assistance for all of life's challenges. Counseling services are available in person, over the phone, or via telehealth where you and anyone living in your household receive up to six free, confidential counseling sessions per issue.

Employee Assistance Plan (EAP) – Deer Oaks EAP Services

888-993-7650 (24/7)

www.deeroakseap.com (Username & Password – Amarillo)

Medical Plan

The City offers an Exclusive Provider Organization (EPO) medical plan through Aetna and it offers you access to a broad network of in-network providers and facilities. The medical plan will only provide coverage for in-network services. Out-of-network services “will not” be covered under the medical plan. However, in emergency situations out-of-network services may be covered under the medical plan. Note: Outside the local Amarillo area there is a nationwide network through Aetna where you can seek care from other in-network providers and facilities.

Locate in-network providers/facilities at www.Aetna.com or through the Aetna Health App. . First time users must set up and register an account through the Aetna site or App. Once registered, you can locate in-network providers/facilities locally or nationwide. You must log into your account every time to locate in-network facilities/providers. Aetna customer service representatives are also available to assist with in-network searches and their number is located on your Aetna card. A medical card with prescription information on the back of the card will be mailed to your home address on file.

Medical/Dental – Aetna (Group #737475)	800-410-2386 (M-F, 7am to 7pm) – General Questions 855-TELADOC (24/7) - Teladoc www.Aetna.com or Aetna App (Text “AETNA” to 90156 to receive a link to download the Aetna Health App)
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City of Amarillo Personnel Policies and Procedures

Policy Title: Modified Duty
Policy Number: 620
Effective Date: May 1, 2022
Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. PURPOSE

Establish consistent and fair guidelines for all employees who have suffered an illness/injury on or off the job to return to work in a Modified Work Duty capacity.

II. PROCEDURES

A. Modified Work Duty Assignments

- i. A department/division may allow employees to return to work in a Modified Work Duty capacity only in accordance with this policy and procedures.
- ii. Employees who have had on-the-job injuries will take precedence for Modified Work Duty assignments over employees who have had non-job related injuries/illnesses.
- iii. Employees who have had on-the-job injuries may be authorized to work a modified work duty assignment in excess of the time limits established by this policy.
- iv. If an injured employee's treating physician determines that the employee can perform modified work duty, and provides written release with any restrictions noted, then the employee is to report to their supervisor for a job assignment. While working a modified duty assignment, timekeepers should use the appropriate payroll code designated for the modified duty hours worked.
- v. When Modified Work Duty is recommended, it is the Department Director's, or designee's, responsibility to determine if such work is available in their department. However, the injured employee may be required to work in a different department and perform duties not contained within his or her current job description. Training for these duties will be provided as necessary.
- vi. When Modified Work Duty is recommended and the department does not have Modified Work Duty, the Department Director, or designee, shall contact the Risk Management Department for assistance in locating a modified duty assignment for employees returning to work from a work-related injury/illness.
- vii. If an employee is assigned modified duty in a different department, the originating department is responsible for: (1) payment of the employee's salary; (2) reconciling the employee's time while working in a modified capacity in another department; and (3) imposing disciplinary

action for an employee's failure to adhere to the assigned schedule. The other department receiving the employee shall be responsible for imposing discipline for violations of City policy or departmental rules while the employee is assigned to such department.

- viii. It is the responsibility of the Department Director, or designee, administering the Modified Work Duty assignment to follow the physician's restrictions at all times.
- ix. It is the personal responsibility of the employee to follow the physician's restrictions at all times, both on-duty and off-duty. If the employee is asked to perform a task which is outside the restrictions outlined in the Modified Work Duty assignment or if the employee is having difficulty performing the assigned work, the employee must notify the Department Director immediately.
- x. An employee must participate fully in her/his recovery by keeping all physician and physical therapy appointments. Failure of the employee to keep physician and physical therapy appointments impede the continuation of the temporary modified work duty assignment.

B. Duration

- i. A temporary Modified Work Duty offer may be extended for an initial period up to 90 calendar days.
- ii. Each department/division should make it clear to the injured employee that there is a time limit an employee may work modified work duty.
- iii. An extension of modified duty beyond 90 calendar days may be requested by the Department Director and presented through the Director of Human Resources to the City Manager for a final decision. The approval beyond 90 calendar days will be based upon the assessment of the employee's ability to return to full duty within the immediate future and is deemed to be in the best interest of the City.
- iv. An employee requesting an extension beyond 90 calendar days must submit updated information from the treating physician and the Department Director must approve and submit the request for extension through the Director of Human Resources no fewer than five (5) business days prior to the 90th day period. Employees who sustained an on the job injury are required to provide to their supervisor status updates from their doctor as they are received by the employee. It is the full discretion of the City Manager to determine the length of an extension of Modified Work Duty.
- v. If the City Manager approves a request for an extension of Modified Work Duty assignment for up to an additional 90 calendar days, each subsequent request for an extension of Modified Work Duty must be submitted in writing through the Director of the Human Resources to the City Manager no fewer than five (5) business days prior to the last day of the current extension. The Department Director, or designee, must review the Physician's re-certification work status reports and re-submit a request for an additional 90 calendar day extension to the City Manager through the Human Resources Director. Temporary Modified Work Duty assignments will not exceed 180 days.
- vi. Modified Work Duty assignments are temporary and may be discontinued at any time. The following are examples of why a Modified Work Duty assignment may be terminated:

- a) The treating Physician releases the injured employee to full duty without any restrictions.
 - b) The treating Physician temporarily prohibits the injured employee from continuing with a Modified Work Duty assignment.
 - c) There is no longer any task available within the City which can be safely performed by the injured employee, given his/her current restrictions, skills, knowledge, and qualifications.
 - d) The injured employee fails to meet any performance measures of the assigned position.
 - e) The treating Physician indicates that the injured employee has reached maximum medical improvement and will or will not be able to return to his/her prior position.
 - f) An injured employee has been on a Modified Work Duty assignment for a period of 90 calendar days, and no extension was requested or it was denied.
 - g) The injured employee fails to comply with all rules, regulations, and stipulations of the Modified Work Duty program or policies of the City of Amarillo.
- vii. An employee who is unable to return to his/her regularly assigned duties at the end of the Modified Work Duty agreement may request a leave of absence through his/her department and may be offered Family Medical Leave if the employee's 12 weeks has not been exhausted (refer to FMLA policy). An employee who has exhausted available leave entitlement(s), the department has the option to approve or deny a leave of absence request in accordance with City leave policies. If the request for leave of absence without pay is denied, employment with the City may be terminated.

A. Medical Release

- i. A medical release from the employee's treating physician is required before an employee can return to work, whether the return is for regular duty or modified duty.
- ii. To be valid, the release must state whether the employee is able to return to regular work with or without restrictions.
- iii. It is the employee's responsibility to obtain a copy of the Physician's updated medical report.
 - a. It is the employee's responsibility to forward the Physician's updated medical report to his/her supervisor.
 - b. As deemed necessary, the supervisor will provide the physician's medical report to the Human Resources Department for non-work related injuries/illnesses or to the Risk Management Department for on the job injuries/illnesses. These reports shall be provided to the appropriate department the same day the employee returns to work and every time the employee is re-evaluated.

B. Failure to Return to Work From "On the Job Injuries or Illnesses"

- i. An employee who has sustained an on the job injury who is able to work in a Modified Work Duty capacity may be notified by the supervisor or a Risk Management representative, or designee, of a Modified Work Duty job offer.
- ii. If an employee does not return to work by the designated date stated in a letter offering modified duty or directing a return to regular duty, then that may be considered an automatic resignation from City employment. In addition to normal consequences of

resignation, the payment of workers' compensation temporary income benefits may also be affected.

C. Exceptions

- i. All requests to institute supplemental departmental modified duty policies must be presented to the Human Resources Director for review and approval prior to implementation.
- ii. The City Manager reserves all rights to modify or override this policy at any time. In the event provisions of this policy conflict with Federal and/or State law, the applicable governing law supersedes City policy.

700 Work Hours

701 Regular Hours of Work

701.1

The normal workweek for all full-time, regular City employees, with the exception of Fire Fighters assigned to 24-hour shifts in fire suppression, shall be 40 hours per week.

701.2

For Fire Fighters assigned to 24-hour shifts in fire suppression, the regular workweek shall be defined as an average 56 hours per week with a 12-hour day (two 12-hour days per 24-hour shift defining the "workday").

701.3

All employees in the City service may be required to work more than the hours stipulated when necessity demands additional service. When the employee is called to work early, the employee will be paid straight time unless time worked exceeds the established workweek as defined in this section.

City of Amarillo Personnel Policies and Procedures

Policy Title: Severe/Inclement Weather

Policy Number: 701.4

Effective Date: December 13, 2017

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide clear instructions and define the requirements for attendance and compensation during periods of severe/inclement weather for all Civilian City of Amarillo employees. This policy excludes all sworn Public Safety Employees covered under Chapter 143.

II. Definitions

- A. Severe/Inclement Weather: weather conditions characterized by harsh and/or severe weather elements.
- B. Weather Essential Personnel: City personnel identified by their Department Director, or designee, imperative to the continuity of essential City services during severe/inclement weather events.
- C. Non-weather Essential Personnel: City personnel identified by their Department Director, or designee, not required for executing duties essential to City operations during severe/inclement weather events.
- D. City Closure: The closure of all City offices and activities not deemed essential to the health and welfare of the community during severe/inclement weather events.

III. Procedures

- A. The City of Amarillo makes every effort to maintain normal work hours. All City offices and activities will remain open and in operation during established working hours unless the City Manager or designee declares the offices officially closed due to severe/inclement weather. Announcement of City offices closing will be made through the media and will be posted on the City of Amarillo website.
- B. In the event City offices are closed due to severe/inclement weather, Weather Essential Personnel are expected to report to work or remain at work as directed by their supervisor.

- C. Weather Essential Personnel are required to be at their work stations at the beginning of their work shifts during severe/inclement weather; or as called in or designated by their supervisor due to severe/inclement weather. Such persons must make arrangements, as necessary within the bounds of their own safety, to arrive at their work station. Failure to report to work may result in disciplinary action up to and including termination.
- D. When City offices are closed or when there is an early dismissal and/or delayed opening due to severe/inclement weather the following apply:
 - i. Full-time non-weather essential personnel will be paid straight time for their regularly scheduled work hours at their regular rate of pay while City services/operations are officially closed due to severe/inclement weather.
 - ii. Non-exempt Weather Essential Personnel will report to work as provided by their departmental rules and designated by their Department Director, or designee, during times of severe/inclement weather. These employees will earn their regular rate of pay for hours worked during severe/inclement weather and earn compensatory time equivalent to the number of hours worked during a city closure due to severe/inclement weather.
 - iii. Overtime exempt employees shall be compensated at their regular rate of pay for their regularly scheduled work hours during official closures due to severe/inclement weather. Overtime exempt employees are not subject to additional compensation during city closures.
 - iv. Part-time employees will only be paid for actual hours worked.
- E. All employees are required to return to work upon the reopening of City offices.
 - i. If an employee is unable to return to work, the employee must notify their supervisor immediately for approval. The leave time will be charged to an eligible accrual. If an employee does not have accrued leave, the time off will be without pay.
 - ii. If an employee fails to notify the necessary supervisory personnel, they may be subject to disciplinary action, up to and including termination.
- F. Exceptions to this policy are subject to the approval of the City Manager or their designee.

WEATHER ESSENTIAL PERSONNEL ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have been designated as weather essential personnel in my department for purposes of severe/inclement weather or any other declared emergencies. I further understand that my failure to report or remain for work shall constitute grounds for disciplinary action up to and including termination.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Supervisor Name (Printed) : _____

702 Overtime and Compensatory Time

702.1

Overtime for non-exempt employees (excluding Fire Fighters assigned to fire suppression) are those hours authorized in advance and worked beyond the designated 40-hour workweek unless otherwise specified. With the exception of Fire Fighters assigned to 24-hour shifts in fire suppression that are covered under Fair Labor Standards Act Section 7(k) provisions, all other non-exempt employees shall be eligible for overtime payment at 1½ times the regular rate for hours worked in excess of 40 hours a week. Sick leave, annual leave, compensatory time, personal time off and holidays are not counted as time worked during the workweek for purposes of overtime eligibility.

702.2

Compensatory time, in lieu of cash payment for overtime, may be granted by a Department Head, at his/her discretion, to non-exempt employees at the rate of 1½ hours for each hour worked for which overtime is required.

It will be the responsibility of each Division Director and Department Head to ensure that no employee (except Fire Fighters and Police Officers) accumulates more than 80 hours of compensatory time. The City Manager must approve any accrual of compensatory time in excess of 80 hours. Fire Fighters and Police Officers under Chapter 143 of the Texas Local Government Code may accumulate up to 120 hours of compensatory time.

Upon termination all non-exempt employees will be eligible to receive payment for any accrued compensatory time, which has not already been taken as time off with pay. The hourly rate of payment will be based on the employee's hourly rate at the time of termination.

With the exception of the Chapter 143 Fire Fighters and Police Officers covered by State law, compensatory time may also be granted for short-term projects at the Department Head and Division Director's discretion with City Manager approval to exempt employees at the rate of 1 hour of compensatory time for each hour of overtime worked. Employees may not accumulate more than 40 hours of compensatory time.

The City Manager may authorize compensatory time or paid overtime to exempt employees at a rate of 1½ hours for each hour worked during city emergency situations.

Payment for accrued compensatory time will not be made to exempt employees upon termination, without approval of the City Manager.

702.3

A non-exempt employee who is assigned a City vehicle on a 24-hour basis and who drives that vehicle to and from home each day is not considered to be working until the employee reaches the job site and reports for work. An exception to this could occur if, while en route to work or home, the employee is dispatched to respond to a call. In this instance the employee shall be considered to be working after receiving the call.

Travel outside the City by non-exempt employees for training purposes or for special duty assignment is considered work time if it extends into the employee's regular hours of work regardless of whether or not the travel occurs on normal days off.

702.4

Required training, which is directly related to the non-exempt employee's current job, is considered work time. Training for another job or which provides new or additional skills not required for current position is not considered work time. Meal times and social meetings occurring during those same regular hours of work are not considered work time. In all instances, where training occurs, proper documentation of the employee's time will be required (program, agendas, etc.).

702.5

Instances where a non-exempt employee is relieved of duty and is asked by the supervisor to wait to be available for an unspecified period of time for a further assignment and the employee is not able to use this time effectively for his/her own purposes, is considered work time. This does not include employees who are under subpoena to court and may have to be available to that court for testimony. If, however, the employee is asked to carry a pager, cell phone or radio in order to be reached when needed and the employee can use this time for his/her own purposes, it is not considered work time.

702.6

Any non-exempt employee (excluding Fire Fighters) regularly assigned to a 40-hour workweek who has completed a workday and has left the premises but is called out later for an emergency assignment, will be given:

A minimum of 2 hours pay at time and one-half provided the call out requires more than 1 hour or less than 2 hours to complete.

If the time worked is 1 hour or less, the employee is paid at time and one-half for 1 hour.

If the call back requires more than 2 hours and the employee has completed a 40-hour workweek, the employee shall be paid time and one-half for all call back time worked.

If the employee has not completed the 40-hour workweek, the call back time worked in excess of 2 hours shall be paid at the straight time hourly rate until such call back time, when added to hours worked in the regular workweek, exceeds 40 hours.

703 Fire Fighters

703.1

Fire Fighters regularly assigned to an average 56-hour week in fire suppression activity shall be paid for “unscheduled” overtime at the rate of 1½ times the regular hourly rate for hours worked in excess of a normal 24-hour work shift as a result of work performed at the end of the regular shift. Compensatory time shall not be granted in lieu of overtime earned in this instance. Fire Fighters who are regularly assigned to a 40-hour workweek shall be paid for unscheduled overtime at the rate of 1½ times the regular hourly rate or be granted compensatory time in lieu of such overtime, at the sole discretion and direction of the Fire Chief, when such overtime hours worked exceed the normal 40-hour workweek. Hours not worked such as annual leave, sick leave, holidays, or other time off duty shall not be counted as hours worked, in either instance, for purposes of determining overtime eligibility.

703.2

For purposes of call back, when a Fire Fighter is ordered to return to work while off duty, call back pay shall be paid at a minimum of 2 hours for time worked at the rate of 1½ times the regular hourly rate, provided the call back requires more than 1 hour and less than 2 hours to complete. Additional call back pay hours shall be calculated by rounding partial hours worked up to the nearest hour without any maximum limitation on call back hours worked, (i.e., a call back of 30 minutes will be counted as 1 hour; 1 hour and 15 minutes will be counted as 2 hours; 2 hours and 45 minutes will be counted as 3 hours, etc.). Call back pay eligibility shall not be affected by time not worked during the scheduled workweek (annual leave, sick leave, holidays, etc.) as would normally be the case in calculating other overtime eligibility.

703.3

Overtime resulting from required training shall be paid at the rate of 1½ times the regular hourly rate or be granted as compensatory time, at the Fire Chief’s option. Time not worked during the scheduled workweek (annual leave, sick leave, holidays, etc.) shall not be deducted from the scheduled workweek in determining training related overtime eligibility.

703.4

“Scheduled” overtime shall be paid to Fire Fighters regularly assigned to an average 56-hour workweek at the rate of ½ times the hourly base rate for all scheduled hours worked over 53 hours a week, excluding time not worked (annual leave, sick leave, holidays, etc.). At the employee’s option, the Fire Fighter may elect to take such scheduled overtime payment in the form of compensatory time at the rate of 1 hour for each hour worked above 53 hours a week. Such compensatory time shall be recorded in a compensatory time bank for that employee and will only be payable in cash upon termination. If the employee wishes to use compensatory time accrued in the compensatory time bank, the employee may do so upon approval of the Fire Chief. The maximum accrual for compensatory time accrued in this manner shall be 120 hours and may be maintained beyond the 80-day time limitation noted in Section 702.2. After the maximum accrual of 120 compensatory time hours earned by Fire Fighters regularly assigned to an average 56-hour workweek has been reached, payment for all scheduled hours worked over 53 hours a week shall be paid in cash and based on the rate of ½ times the regular hourly rate. Fire Fighters shall not be allowed to use at any one time more than 24 hours of accrued compensatory time, with the exception of employees who have exhausted all annual leave or sick leave and who are required to be absent as a result of illness or non-job-related injury.

800 Substance Abuse Policy

801.1

The City of Amarillo does not tolerate on-premises or on-duty use, possession or distribution of alcohol or illegal drugs. All employees are required to report to work free of prescription drugs (unless under the direction of a physician), controlled substances and/or alcohol. Failure to meet this job requirement may constitute grounds for termination.

A confirmed positive finding resulting from a drug test administered under this policy is grounds for immediate termination.

An employee with a confirmed positive finding resulting from an alcohol test of .02 or greater may be subject to immediate termination.

An employee terminated for violating this policy may be eligible to reapply with the City 6 months following clearance by a substance abuse professional and agreeing, in writing, to random drug and/or alcohol testing for 2 years. If the employee tests positive for drugs or .02 or higher for alcohol anytime during this 2-year period, he/she shall be immediately terminated.

801.2

The primary purpose for drug and/or alcohol testing is to ensure that public safety and the personal safety of City employees is not endangered as a result of drug and/or alcohol use.

As a condition of appointment, transferred and promoted employees to new positions at the City of Amarillo must submit to and pass drug and/or alcohol tests prior to appointment and if required, undergo and pass a physical examination, at the City's expense prior to appointment.

801.3

City employees shall be required to be drug and alcohol free during working and on-call hours and are required to report to their supervisor any medications prescribed or taken which might impair their ability to safely operate equipment or vehicles or affect their ability to safely or satisfactorily perform their job.

801.4

Employees may be required to be drug and/or alcohol tested if the City has a reasonable suspicion that the employee is:

- Using illegal drugs or controlled substances or
- Using prescription drugs beyond the directions of a physician or
- Under the influence of alcohol during working hours or during work (under the influence means having a level of alcohol concentration in the blood of .02 or higher) or
- Known by the employer to have participated in or completed a substance abuse treatment program which requires follow-up testing for 2 years after completion of voluntary substance abuse treatment or rehabilitation program.

Reasonable suspicion shall mean one or more of the following exists as determined by the Department Head, Assistant Department Head, Department Director, Assistant Department Director or supervisor in charge:

- Having more evidence supporting suspicion than refuting it:
- An apparent state of facts and/or circumstances which would lead a reasonable person to suspect an individual was using or under the influence of drugs, narcotics, or alcohol and/or:
- Reasonable grounds for believing in the existence of facts or circumstances warranting an order to submit to a drug and/or alcohol test.

801.5

Any employee involved in an accident while on duty may be required to submit to drug and/or alcohol tests.

801.6

Any employee who is criminally charged or convicted of selling drugs, illegal drug or alcohol consumption, or illegal possession of drugs may be terminated.

An employee charged with violating any controlled substance statute must report the charge to his/her Department Head within 5 calendar days and as a condition of employment, may be subject to a substance abuse assessment, course of therapy or counseling, and random testing for up to 2 years or the employee's successful completion of deferred adjudication (or probation), whichever is longer.

801.7

So long as current disciplinary action has not been initiated or pending, any employee with an acceptable prior work and disciplinary history, may identify themselves as an abuser of drugs and/or alcohol, voluntarily, may be allowed to enter through a recognized treatment program approved by the City, seek counseling and rehabilitation. In these instances, the employee will be permitted the use of available leave.

Employees undergoing treatment will be required to authorize disclosure of their progress in treatment to the Director of Human Resources and to the appropriate supervisor as needed. Employees who fail to actively participate in and comply with the rules of the rehabilitation program will be subject to immediate revocation of their leave and termination from employment. Employees who complete the prescribed rehabilitation program may conditionally return to their previous position provided they maintain the preventive course of conduct prescribed by their substance abuse professional and/or physician. In addition, employees reinstated under this policy after completion of the initial treatment shall submit to random drug and/or alcohol testing for a period of 2 years.

Employees who do not follow the program prescribed by their substance abuse professional and who fail to remain drug and/or alcohol free and engage in drug and/or alcohol use will be subject to immediate termination. Employees will have only 1 opportunity to go through the rehabilitation program provided through the City's Employee Assistance Program.

This section is not intended to provide a means for an employee to avoid any required alcohol and/or drug testing. Once the process of establishing reasonable suspicion or random testing has been initiated, or an accident or injury has occurred, an employee may not seek treatment in an effort to avoid testing and possible disciplinary action.

801.8

When an employee refuses a drug and/or alcohol test, it will be treated as insubordination and failure to obey a direct order and will be grounds for termination.

801.9

As a condition of employment, all applicants for employment at the City of Amarillo must sign the Applicant's Certification and Agreement and as requested submit to and pass drug and/or alcohol tests prior to appointment and if required, undergo and pass a physical examination, at the City's expense. The City may choose to not test some applicants at the pre-employment stage. When that occurs and the applicant accepts employment, then such employees are hired subject to the requirement that he/she shall submit to random testing during his or her employment.

900 Employee Grievance Procedures

901.1

The purpose of the grievance procedure is to identify complaints and disputes that the employee believes have not been previously addressed or responded to through the preferred and expected process of normal employee and supervisor interaction. Any classified employee may make a written grievance about any work-related matter, conduct, policy, or condition that the employee believes to be unfair or contrary to his/her best interest.

Open, fair and respectful communication and interaction is expected at all times between all City employees. A grievance may not be used to personally malign, slander or harass another employee or supervisor. It is essential the grievance process be conducted on a professional basis and promotes a process of civility and respect for all.

901.2

All grievances must be in writing.

In filing a grievance the employee shall provide no less than the following information:

- A detailed written explanation of the concern or complaint including the date, time, place and person(s) involved in the particular incident:
- The employee should also explain what actions or attempts he/she made, to date, to bring the grievance matter or concern to the attention of the Department supervisors; and
- What follow-up corrective action or response the employee desires or is recommending to be achieved as a result of the grievance and why.

901.3

Grievances shall be presented first to the employee's immediate supervisor within 10 working days after the occurrence of the incident, problem or concern in question. Every attempt should be made to achieve a satisfactory solution to the grievance at this point.

Immediate supervisor and Department Heads will meet with aggrieved employees to aide in the investigation of the filed grievance. Division Directors and the City Manager are under no obligation to meet with the aggrieved employee if, in their opinion, it will not aid their investigation or decision on the matter.

If a satisfactory solution is not developed, or the response is not satisfactory to the employee, he/she may appeal the grievance to the next level of supervision including the Department Head, Division Director and City Manager. At each level the employee and supervisor have 10 working days after receipt of the response to file a written appeal or response. If no action is taken by the City Manager, the grievance shall be considered denied. The City Manager is the final step of the grievance procedure with the exception of grievances concerning the application of Civil Service Commission Rules and Regulations.

901.4

In matters concerning the application of Civil Service Commission Rules and Regulations, the employee may appeal, in writing, as defined above to the Civil Service Commission within 10 calendar days after receiving a response in writing or no response from the City Manager.

Classified employees (excluding Chapter 143 Fire Fighters and Police Officers) may appeal in writing any Civil Service Commission decision to the City Commission within 10 calendar days after the final ruling of the Civil Service Commission. The decision of the City Commission in such instances shall be the final administrative step of the grievance process.

1000 Workplace Violence and Weapons Policy

1000.1

The City of Amarillo is committed to providing a safe and healthy workplace for the benefit of its employees and the general public. Employees have the right to work in an environment free of violence. The City of Amarillo is also committed to preventing violence against persons receiving City services and participating in City programs. Therefore, the City of Amarillo has zero tolerance of workplace violence. All employees of the City are expected to treat each other, their customers, clients and all others with courtesy, dignity and respect.

1000.2

Violence, as the term is used in this policy, includes written or verbal communications, whether direct or indirect, which are of a threatening, intimidating or coercive nature; the use of threat of physical force, including fighting or horseplay; stalking; vandalism or destruction of property.

1000.3

It is the policy of the City of Amarillo that no employee, other than those specifically authorized by state law or the City for a particular work assignment, shall carry on or about their person, on City premises or at a City worksite, any instrument or weapon that is specifically designed, made or adopted for the purpose of inflicting serious bodily injury or death. This includes but is not limited to clubs, firearms, handguns, illegal knives, explosives, crossbows, bows and arrows, throwing stars and knuckles.

1000.4

All employees are responsible for promptly reporting violations of this policy to their supervisors and where appropriate to law enforcement authorities. The Director of Human Resources is responsible for investigating allegations of violations of this policy.

1000.5

Employees who violate this policy are subject to disciplinary action, up to and including termination.



Handgun Open Carry Policy (NEW)

Section 1000.6 – Workplace Violence/Weapons Policy

- A. City employees may not openly carry a handgun while on duty or into a city building or facility, unless authorized as part of their normal course and scope of employment, such as a police officer. Employees may keep a handgun in their personal vehicle, in a city parking lot and/or space so long as their vehicle is locked. Handguns are not to be stored in City-owned vehicles.

- B. An employee, except an employee authorized by their position and job duty (such as Police Officer), is prohibited from carrying a firearm in the facilities listed below:
 1. Any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private;
 2. In the following areas, not including a public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area surrounding or related to these:
 - a) In the Municipal Court Building or any area/office utilized by the court;
 - b) In a building or a polling place on the day of election or while early voting is in progress;
 - c) In or into a secured area of the Municipal Airport;
 - d) On the premises of a business who derives 51% or more of their income from alcohol sales or
 - e) On the premises where a high school, college or professional sporting event or interscholastic event is taking place;
 - f) All other places prohibited by law.
 3. In a room or rooms where a meeting of a City board, council or commission is holding a meeting that is subject to the Open Meetings Act during the meetings and proper notice has been posted in accordance with the law;

4. Any area secured for restricted access from the public and marked "Authorized Personnel Only-Restricted Access":
 - a) "Authorized Personnel" is defined as city employees, contractors, temporaries or volunteers with security access to enter that location for city-related work or projects.
 - b) Areas defined as "restricted access" must restrict the general public from gaining access at ALL times or such area is not considered "restricted" for open carry provisions.
 - c) Departments with occasional access of the public to their areas that wish to keep them restricted from the public open carry, should conduct all meetings with the public in a non-restricted area such as a conference room, etc.
5. If an employee observes a person openly carrying a handgun and that person is causing a disturbance or displaying behavior that raises concern for safety:
 - a) The employee should make their supervisor or manager aware of the situation and ask for guidance if there is not an imminent threat.
 - b) If a threat exists or the person openly carrying a handgun is displaying erratic or strange behavior, the employee, regardless of location should:
 - i. Move to a safe location;
 - ii. Notify a supervisor or manager immediately; and
 - iii. Call 911 to alert police so that they may be dispatched to the appropriate site.
6. Department Managers or their designee(s), are responsible for ensuring that employees comply with provisions of this policy and to manage issues that arise relating to open carry.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Harassment and Discrimination Policy

Policy Number: 1100

Effective Date: September 1, 2021

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

It is the policy of the City of Amarillo to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender, identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The City of Amarillo prohibits any such discrimination or harassment.

II. Scope

This policy applies to all employees of the City of Amarillo, contractors, vendors, interns, volunteers, job applicants and to City sponsored activities and events, whether on City premises or not.

III. Unlawful Activity

It is unlawful and against City policy for City employees to discriminate and/or harass employees, citizens, contractors and vendors of the City based on age, gender, race, religion, ethnicity, national origin, veteran status, disability, or other protected trait. Employees have a duty to report harassment, discrimination, inappropriate conduct, conversation or behaviors to the supervisor, Department Head, Division Director or Director of Human Resources. Sexual harassment is defined as any unsolicited offensive behavior that:

1. makes submission to the behavior an explicit or implicit term or condition of employment;
2. submission to or rejection of the behavior is used as the basis for an employment decision;
3. or the behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

IV. Procedures

1. Any employee who believes he/she has been the subject of unlawful harassment or discrimination should immediately report the alleged act to his/her Supervisor, Department Head, or Division Director and the Director of Human Resources without fear of reprisal.
2. The complaint may be either oral or written. However, oral reports of harassment or discrimination must be reduced to writing either by the complainant or the Director of Human Resources and must be signed by the complainant. Complainants have a duty to cooperate with the investigation.

3. Upon receipt of the complaint, the Director of Human Resources will immediately conduct an investigation of the allegation(s). Complaints and investigations will be held discreetly, but confidentiality is not assured due to the rights of the accused and other laws. Any employee found, after appropriate investigation, to have unlawfully harassed or discriminated against another employee will be subject to prompt disciplinary action.
4. The City recognizes that investigations require factual determinations based on all facts. Given the nature of harassment and discrimination, the City also recognizes that false accusations can have serious effects on innocent women and men. The false reporting of a claim or complaint may result in disciplinary action up to and including termination.

V.

Exceptions

The City Manager reserves the right to modify or override this policy at any time or as legislation changes.

1200 Americans with Disabilities Act

1200.1

It shall be the policy of the City of Amarillo that qualified individuals with disabilities be given the same considerations for employment given those without disabilities. An individual who is qualified for an employment opportunity shall not be denied that opportunity due to disability unless providing a reasonable accommodation would impose an undue hardship on the City or the person with a disability would be a danger to self or others in the job position under consideration.

1200.2

The following definitions shall apply to this policy:

There are 3 categories of reasonable accommodation. These are:

- Accommodations which ensure equal opportunity in the application process;
- Accommodations which enable a qualified individual with disabilities to perform the essential functions of the position held or desired; and
- Accommodations which enable a qualified individual with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

“Undue hardship” means significant difficulty or expense in, or resulting from, providing reasonable accommodations to an otherwise qualified individual with a disability.

A “qualified” individual with a disability is an individual who can perform the essential functions of the position held or desired with or without reasonable accommodation.

1200.3

A reasonable accommodation may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities, job restructuring, modified work schedules, reassignment to vacant positions, acquisition or modification of equipment or devices, adjustment or modification of examinations or training materials to enable the individual with a disability to compete for or perform the essential functions of the position.

1200.4

The Director of Human Resources shall meet with any qualified applicant or employee who requests an accommodation. The following steps shall be taken to determine, on a case-by-case basis, if a reasonable accommodation is possible:

- Determine whether the person is a qualified individual;
- The particular job will be analyzed to determine its purpose and essential function;
- The disabled individual will be consulted to ascertain the precise job-related limitations imposed by the disability and how those limitations might be accommodated;
- With the disabled individual’s assistance, potential accommodations will be identified and assessed as to the effectiveness of each in enabling the individual to perform the essential functions of the job;

- The disabled individual's accommodation preferences shall be considered in order to select and implement the accommodation most appropriate for both the employee and the City, but an applicant or employee cannot dictate that a particular reasonable accommodation be used if several are available; and
- Determine whether the safety of the individual and others can be achieved.

1200.5

The result of the above process shall be used to document if a particular accommodation would create an undue hardship. The following factors will be considered in determining an undue hardship or any actions requiring significant difficulty or expense, taking into account:

- The nature and cost of the accommodation required;
- The financial resources of the City;
- The effect of the reasonable accommodation on expenses and resources;
- The impact of the accommodation on the operation of the City; and
- The existing spatial and operating parameters and/or constraints of the affected worksite.

1200.6

Appeals from complaints of discrimination resulting from the application of this policy may be filed with the Amarillo Civil Service Commission under authority of Rule XVIII (Discrimination), Section 100 of the Civil Service Commission Rules and Regulations. The Civil Service Commission shall have the authority to order remedial action in the event such action is warranted.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Dress Standards

Policy Number: 1300

Effective Date: May 1, 2022

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

In order to enhance and maintain a good image to the general public, City employees must maintain a high standard of personal cleanliness and grooming and shall present a neat businesslike appearance all time during working hours. Presenting a professional image creates a favorable public impression for the City, promotes respect among coworkers and encourages higher work standards.

II. Scope

This policy provides minimum dress code standards for all employees of the City of Amarillo. Department specific dress codes may be implemented to supplement this policy to comply with industry standard(s) or department specific needs. Dress standards established by this policy also apply to employees working remotely.

III. Definitions

City Uniform – clothing and other apparel either issued by an employee’s department or apparel approved by an employee’s supervisor to wear while performing work for the City.

IV. Procedures

- IV.1 Department Directors, division managers and supervisors shall be responsible for ensuring that employees are in compliance with this policy at all times and may grant exceptions, with the City Manager’s approval, under special circumstances (e.g. religious beliefs, national origins, special designated events).
- IV.2 Uniforms will be provided to employees who are required to wear such in the performance of their job duties.
- IV.3 Employees should dress in a manner that is appropriate for the job, regardless of work location and degree of public contact, to maintain an acceptable general appearance at all times.
- IV.4 Employees should maintain good personal hygiene including wearing clothing that is clean and wrinkle-free/pressed. Clothing should be free of rips or tears.
- IV.5 Safety equipment such as goggles, hard hats, gloves, safety belts, etc. which are necessary to operate equipment safely and perform the job in a safe manner shall be worn in accordance with policy.
- IV.6 Employees reporting to work in unacceptable attire may be subject to disciplinary action up to and including termination. For initial violations, employees will be sent home to

change.

- a. Employees sent home to change will be placed on leave without pay to change clothing and return to work. An employee that fails to report back to work will be on leave without pay until the employee returns to work.
- b. Subsequent offenses will be cause for further disciplinary action up to and including termination.

V. Work Attire and City Uniforms

V.1 Due to the variety of jobs within the City, two dress standards are necessary: field operations and administrative operations. Employees who are in doubt as to which standard applies should contact their supervisor. Supervisors are responsible for the enforcement of this policy.

V.2 Acceptable attire includes, but is not limited to:

- a. Dress shoes or dress boots.
 - 1) Each Department will determine footwear requirements based on the safety needs of the job.
- b. Dress or causal pants (e.g. khaki pants, dress slacks)
- c. Shirts and pants must fit properly appropriately.
- d. Blazers, sports coats, sweaters, cardigans, knit golf shirts, polo-style shirts, City logo shirts, sport shirts with collars.
- e. Uniforms provided by the City must fit properly.
- f. Skirts and dresses (including slits and split skirts) must not be more than two (2) inches above the middle of the knee (hemline should not rise more than two (2) inches above the middle of the knee).
- g. Slacks, skirts, dresses, pant suits, suits, capris, blouses, or jackets shall fit appropriately and may be form fitting but may not be fitted in a manner that may be considered inappropriate for a business environment.
- h. Employees assigned to regularly work outdoors may wear a hat, but no hat will be worn with any promotion, logo, or advertisement other than approved City logos.
 - 1) If requested, one City hat a year will be provided by the Department to each uniformed employee who works outdoors. If the hat is damaged, a Department Head may replace it at no cost to the employee. Additional replacement hats may be purchased by the employee at cost.

V.3 Unacceptable attire includes, but is not limited to:

- a. Sweat suits, jogging suits, warm-up outfits, athletic clothing or other attire that is designed for exercise and/or casual lounging.
- b. T-shirts, any shirts with obscenities or suggestive slogans or words; tube tops, midriffs, halter or tank tops; sleeveless tops that expose undergarments, unless top is appropriately covered by a blouse, sweater or jacket; clothes of thin material or see-through blouses or dresses without appropriate undergarments; low cut or tight-fitted blouses, sweaters or dresses.
 - 1) T-shirts may only be worn when they are approved City of Amarillo t-shirts as deemed appropriate by the Department Director, with City Manager approval.
- c. Clothing and/or other items that display slogans, graphics and/or symbols that are not directly City related and have not been approved by the Department Director.
- d. Shorts or cut-offs pants.
 - 1) Shorts are only permissible if approved by the Department Director as a part of the authorized uniform.

- e. Bare-backed tops/dresses or spaghetti-strap dresses or blouses unless covered with a jacket.
- f. Slippers, flip flops, sneakers/tennis/gym shoes, bare feet.

V.4 Dress for the Day

“Dress for the Day” is intended to be relaxed when a workday does not involve meetings with clients, executives, or similar business interactions and is intended to supplement this policy. The expectation is that employees will wear clothing appropriate for the nature of business and work being performed. Dress for the day may only be exercised with approval of the Department Director, with prior approval from the City Manager.

a. Dress for the Day clothing and appearance (including hair and fragrance) must:

- 1) Be well groomed
- 2) Be neat, clean and professional
- 3) Not expose an excessive amount of skin
- 4) Not create a safety hazard
- 5) Not distract or interfere with the ability of others to work
- 6) Be consistent with the working environment
- 7) Not be offensive or obscene and may not display any inappropriate logos, symbols or language.

VI. Exceptions

VI.1 Any exceptions to dress code policy require prior approval of the Department Director.

a. In times of snow or ice, when a specific short-term job dictates and/or when medical conditions exist, exceptions may be authorized.

VI.2 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.

VI.3 Employees who are inappropriately dressed will be asked to leave the workplace until dressed in accordance with this policy. Any employee asked to leave will not be paid for the time off the job for changing. Employees violating the dress policy may be subject to disciplinary action up to and including termination.

1400 Technology Policy

1400.1

The City maintains computers, peripheral equipment, software, Internet access and electronic mail systems to assist in conducting City business. The hardware, software, Internet access and e-mail services are City property. No employee should have any expectation of privacy as to computer files, Internet and e-mail messages. All employees must abide by policies and procedures promulgated for the operation of these systems.

1400.2

Copying of City licensed software for use on other computer systems is a violation of the license agreement, subject to civil and criminal penalties and strictly prohibited.

1400.3

Employees may not intentionally intercept, eavesdrop, record, read, alter or receive other person's e-mail messages without proper authorization. However, the City, through authorization of the City Manager, reserves the right to review the contents of employee's computer drives, including e-mail communications, as deemed necessary.

1400.4

City-owned computers are not to be used to:

- Display, archive, store, distribute, edit or record any kind of sexually explicit or inappropriate image or document regardless of file type or format;
- Obligate the City to any cost or charge without prior authorization of the Department Head;
- Store or send any offensive or disruptive messages, such as messages containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religion, national origin or disability;
- Send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization;
- Send harassing or threatening messages;
- Obtain personal profit or engage in political activity on behalf of any candidate or cause;
- Engage in any activity which would bring discredit upon the City of Amarillo.

1400.5

This policy applies to all employees, contractors, part-time employees and volunteers who may have access to City-owned computers, e-mail or Internet. Third parties shall only be provided access to these systems as necessary for their business purpose with the City. Employees, contractors and third party users who violate this policy may be removed from the system and/or have their contract revoked. In addition, other legal remedies may be pursued.

1400.6

The misuse of City-owned computers, peripherals, e-mail or Internet privileges may be grounds for discipline, including termination, and may be referred for criminal prosecution.

1400.7

Correspondence on City-owned equipment may be subject to the Texas Public Information Act (open records). Public records are also covered under the Local Government Records Act, which establishes retention periods for public documents. Routine e-mail messages or routine correspondence must be retained as long as they are administratively valuable. All non-routine correspondence must be retained for longer periods.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Communications and Social Media Policy

Policy Number: 1410

Effective Date: December 19th, 2023

Approved by: Andrew Freeman, Interim City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The City of Amarillo (“City”) is committed to open, transparent government operations and to providing accurate and timely information to the public. The City strives to do so by maximizing communication channels and fostering constructive relationships between the public and City officials and employees.

II. Scope

This policy applies to all City departments, officials, and employees of the City of Amarillo.

III. Procedures

The City of Amarillo Office of Engagement & Innovation (“OE&I”) has final responsibility and authority to create, direct, assign, monitor, and manage all official communication programs for the City. The OE&I is led by the Director of Engagement & Innovation.

IV. Methods of Communication

The OE&I utilizes a variety of communication platforms to distribute information to the public. These methods are routinely evaluated and improved. They may include, but are not limited to:

- The official City website: www.amarillo.gov
- Social media channels including, but not limited to, Facebook, X (formerly known as Twitter), Instagram, YouTube, and LinkedIn
- The official City newsletter: “Open Spaces”
- Video updates, including “Amarillo 360”
- Direct contact via email, phone, video, or in-person interaction
- Utility bill inserts
- Traditional media engagement including interviews, press statements, and media statements
- Publications including flyers, brochures, and pamphlets
- Electronic street signs utilized for road closings, detours, and other transportation information
- Event signage
- Verbal announcements at meetings hosted by the City or City officials
- Bulletin boards

V. Media Relations

- A. Maintaining proactive, productive relationships with the news media is a key component to realizing the City's communication goals. To facilitate a mutually beneficial relationship, the City must communicate a consistent and organized message.
- B. City employees are not permitted to communicate with the media as an official representative of the City either on social media or at any public event without prior authorization from the OE&I.
- C. Some departments have received approval by OE&I for specific department staff to interact with the media. Those departments include Police, Fire, Library, and Parks & Recreation. Those individuals are required to adhere to the following conditions in their media interactions:
 - 1. Only staff specifically approved by OE&I (and their respective department directors) are authorized to respond to media inquiries.
 - 2. Media interactions must be restricted to specific information about programs and announcements and only related to that respective department.
 - 3. Any media inquiry must be sent to the Media Relations Manager in the OE&I department to facilitate a response.
- D. Any City employee who is contacted by the news media shall immediately notify his or her supervisor who shall, in turn, notify his or her department director, providing details of the situation and possible implications. The department director must then promptly provide the OE&I Media Relations Manager and any other affected department director with a written or verbal report of the situation and recommended action. The following positions will be the points of contact for their areas of responsibility:
 - 1. The Mayor, City Council Members, City Attorney, and City Managers shall provide information on policy and other topics that have citywide significance or impact.
 - 2. The Fire Chief, Police Chief, and Emergency Management Director (and their respective departmental public information officers) shall provide information about public safety and emergency events.
 - 3. Department heads shall provide information on the planning, direction, effect, and status of policies and programs within their own departments.
- E. The OE&I shall compile and provide background information for the media when requested and will schedule live interviews when deemed appropriate by OE&I.
- F. Media members that arrive onsite must be referred to the OE&I. Members of the media are allowed to be in public areas of City-owned property so long as their activities do not disrupt emergency operations or the functions of City departments.
- G. In the event of a potentially newsworthy incident or an incident with potentially controversial implications, City of Amarillo employees involved or notified of the event must contact the OE&I and relevant department directors immediately. The OE&I will then designate a single spokesperson to ensure accurate and complete information is released and to determine if a media conference should be called or media statement issued.
- H. Any time a story containing factual inaccuracies is published in any format, it is the responsibility of the affected department directors to immediately inform the OE&I.

VI. Media statements

- A. Unless otherwise specifically authorized by the OE&I, all statements issued by the City to the news media shall be coordinated and disseminated through the OE&I so that the statements are standardized and consistent and the OE&I is better able to provide departmental support.
- B. Media statements promoting routine events and activities may be written and edited by

individual departments and then must be emailed to the OE&I Media Relations Manager for review and distribution.

VII. Departmental Support

- A. The OE&I supports all City departments with services such as image licensing (trademark or copyright), media pitching, graphic design, social media marketing and training, community outreach, video production, and communication and marketing plans.
- B. Any request for OE&I support can be submitted via the intranet at: <https://my.cityama.com/employee-resources/website-guidelines-for-contentmanagers/marketing-requests>
- C. Departments and OE&I will cooperate when appropriate to achieve the best communications products for the community.

VIII. Licensed Images

- A. Unless otherwise specifically authorized by the OE&I, the only approved method of obtaining images for any City use is through the OE&I. This includes images for websites, brochures, posters, or any other use. This better assures proper copyright compliance and protects the City from infringement claims.
- B. A request for images can be submitted to the OE&I via the intranet at: <https://my.cityama.com/employee-resources/ada-general-best-practices/stock-image-request>

IX. Public Information Requests

- A. Public Information Requests must be handled in accordance with the City's Guidelines for Responding to Requests for Public Information.

X. Logos, Brand Awareness, and Style

- A. Uniformity of the City's logos and brand elements establishes professional standards and appearance for the City's communications. Employees must use standardized templates for all marketing material, press statements, and official correspondence, including email signatures.
- B. No employee or department shall create a logo, trademark, tagline, motto, or other marketing image without prior consent and coordination with the OE&I and Legal Department.
- C. Comprehensive guidance on the proper use of the City's brand is available in the City of Amarillo Brand and Style Guide available on the intranet.

XI. City Social Media Accounts

- A. No department is authorized to create a social media account or social media group purporting to officially represent any City department or function without written approval from the OE&I.
- B. Unless authorized in writing by the OE&I, employees are prohibited from managing City-associated social media accounts. A "City-associated" account is one that is established by the OE&I or is authorized by the OE&I for a City department to promote the interests of that department. All official City and City-associated accounts will be referred to collectively herein as "**City Social Media**" accounts.
- C. The OE&I will monitor the City Social Media accounts to ensure posted information does not violate this Communications and Social Media Policy.
 - 1. Employees managing or posting on behalf of the City or a City department on a City Social Media account must comply with federal, state, and local laws and

- regulations, and with all City and applicable department policies.
2. Employees are required to treat citizens with civility and professionalism. Employees must understand that their personal views and opinions must be removed when using a City Social Media account.
- D. Employees are prohibited from engaging in the following practices while managing City Social Media accounts:
1. Violating the copyright, trademark, or other intellectual property rights of any person or entity, or otherwise violating their legal ownership interests.
 2. Using slurs, profanity, or personal insults; material that is harassing, defamatory, fraudulent, or discriminatory; and other content or communications that would not be acceptable in a City workplace under any City or applicable department policy or practice, or that would bring discredit to any City department or the public service.
 3. Violating the terms governing the use of any social media content, including but not limited to, software and other intellectual property licenses.
 4. Displaying sexually explicit images, cartoons, jokes, messages, or other material in violation of City policy.
 5. Releasing information that contains confidential or “for official use only” information. Such “official use only” or confidential information includes, but is not limited to, information that is protected under federal, state, or local ordinances (except as permitted under such laws and ordinances), as well as social security numbers and other personally identifiable information of employees, citizens, or elected officials.
 6. Releasing information that compromises the security of City networks or information systems.

XII. Administrators of City Social Media Accounts

- A. The director of a department having or using a City Social Media account will designate the employees responsible for maintaining and updating such social media accounts. Unless otherwise approved by the OE&I, only full-time employees may be granted access to City Social Media accounts, including approved department pages. A current list of active users must be provided to the OE&I when changes are made to the list and as otherwise requested by the OE&I.
1. Each department must have at least two administrators responsible for the department’s social media accounts. The OE&I must be notified of the designated administrators, including their contact information. Additional administrators may be added only with the approval of the applicable department director. When necessary, the OE&I will be responsible for changing passwords for the related sites.
 2. The City’s Social Media Manager must be an administrator on all City Social Media accounts with full access to passwords and login information.
 3. The OE&I should be made aware of all City Social Media accounts or groups. These pages must be in compliance with record retention policies.
 4. Prior to final approval for operating a City Social Media account, administrators must attend an initial Social Media Training provided by the OE&I as well as any subsequent training or performance reviews provided by the OE&I for City Social Media administrators.

5. Administrators are expected to post to their departmental page a minimum of 3 times per week; however, posting (at least) once a day is recommended.
- B. To encourage engagement and increase transparency, it is the City's intent to leverage social media as a method of two-way communication. To that end, comment and forum features will be activated to allow users to make comments and ask questions.
1. Administrators should direct complaints and requests for service to the appropriate department to be addressed.
 2. A standard reply may be used for citizen concerns related to sensitive or complex issues, as appropriate. This standard reply shall read something like:
 - a. *Hi, {First Name}! We are very interested in the insights and concerns expressed here. However, complex topics typically are not effectively discussed in forums such as this. Please contact (Department Name) at 806-378-**** if you wish to voice your concerns further or obtain additional information.*
 3. No person may delete, edit, hide, or moderate any posts or citizen comment without prior consultation with the Legal Department. Under the First Amendment, the City cannot lawfully edit or delete citizen comments except in extremely narrow circumstances and in consultation with the Legal Department. If an administrator is uncertain about the appropriateness of an item to be published or a reply to be made, they must consult with their department director and OE&I before proceeding. The OE&I may consult with the Legal Department as needed.
 4. The OE&I shall ensure that all information sent or received through City Social Media accounts is archived in compliance with the City's records management policy.
- C. City Social Media accounts must provide worthwhile information that helps customers or employees solve problems, promotes City activities or events, improves City services, educates, or builds a sense of community. Frivolous information shall not be posted. If there is uncertainty about something to be published, do not publish unless approved by the department director in consultation with OE&I.
1. Administrators shall use word-processing software with spellcheck capability before posting. Messages should be clear, complete, and concise.
- D. Before finalizing a post, verify that it uses correct grammar and spelling, and that the information is accurate. Administrators **shall not** use any copyrighted content taken from the internet except in accordance with the process and protections stated in this Policy.
- E. Administrators should use the City of Amarillo Branding Style Guide when creating social media graphics or posts.
- F. Administrators are prohibited from creating TikTok accounts for any City department.

XIII. Personal Use of Social Media

The City recognizes that many individual employees use social networking outlets for their own purposes. Employees may be subject to disciplinary action for certain internet postings. The City's policy is to abide by all applicable federal laws regarding public speech by government employees and to not inhibit protected free speech as described just below.

- A. Employees who use social media in their off-duty personal time have the right of free

speech as guaranteed by the First Amendment. However, employees do not have freedom to say absolutely anything concerning the City of Amarillo.

1. Employee speech that merely airs a personal disagreement or dispute with a supervisor or employer is **not** protected speech and may result in disciplinary action.
 2. Employee speech concerning a matter that is of general public concern may be protected by the First Amendment depending on the balancing of the following competing values:
 - a. The degree of public need to know about the matter stated; and
 - b. The City's interest in maintaining good order in the workplace and avoidance of insubordination or other rule violations.
- B. Employees may only use personal social media during designated breaks unless given prior authorization to use personal social media during work hours.
- C. Employees are prohibited from using TikTok on any government-issued device.
- D. Employees may not create any personal social media account with their city-issued email address.

XIV. Enforcement

Failure to adhere to the requirements of this Policy will be considered a violation of the City's Personnel Rules and may result in disciplinary action up to and including termination. Appropriate disciplinary action may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

XV. Exceptions

Department directors, in consultation with OE&I and the Legal Department, may institute department-specific limitations and restrictions as deemed necessary. In the event a departmental policy conflicts with the requirements of this Policy, this Policy will be the governing policy. The City Manager reserves the right to modify or override this Policy at any time.

Addendum 1: City of Amarillo Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms

Addendum 1: City of Amarillo Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms

While elected officials and City Council-appointed board, committee, and commission members may maintain and use personal web pages and websites, blogs, and social networking sites, their status as elected or appointed officials requires that the content of any postings on those sites not be in violation of the City of Amarillo's Charter, ordinances, or policies.

The City's image as a professional organization is critical to maintaining the respect and trust of its constituents. Although the City recognizes that elected and appointed officials may choose to express themselves by posting personal information on social media platforms or by commenting on sites hosted by other persons, groups, or organizations, this right of expression should not interfere with the ongoing ordered operation of the City. That is, although the City acknowledges its officials have the First Amendment right to free speech, the right is not absolute when involving matters of official City business, issues, or concerns.

If an elected or appointed official conducts any City business or official communication from any type of account, they should assume that those communications will be considered public record and subject to the Texas Public Information Act and should be retained in accordance with City record retention policies.

Professional and Personal Conduct Standards

1. All officials should conduct themselves in a manner consistent with the City's policies and standards of conduct.
2. From time to time, officials may have access to information that is considered privileged or confidential under law. Releasing confidential or privileged information may not only harm the City's position in certain matters, but may also carry specific criminal penalties. Officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information.
3. Officials should be honest and accurate when posting information or news, and should quickly correct any mistakes, misstatements, or factual errors in content upon discovery. Officials should not post or share information known to be false about the City or its employees, constituents, other public officials, suppliers, vendors, or contractors.
4. Unless the official has been designated to serve as a spokesperson, officials should never represent themselves as a spokesperson for the City Council, any City board or committee, City administration, or any City department.
5. Officials should not use personal or professional social media to engage in any activity or conduct that violates federal, state, or local law.
6. Unless specifically allowed by state law, officials should be mindful that posting content regarding City-related matters could inadvertently result in a violation of the Open Meetings Act if a number of other public officials also engage with the post, resulting in a quorum. If this occurs, the online conversation should immediately cease with no further posts by the officials, and the City Secretary should be notified accordingly.

Additional Best Practices and Guidelines for Elected and Appointed Officials

The following best practices and guidelines are strongly recommended to ensure that the personal and professional use of social media by elected and appointed officials is done so in a responsible manner.

1. All elected official social media profiles should be made into professional accounts for posting city information, news, or updates. Public officials are strongly encouraged to separate personal social media accounts from professional elected official social media accounts or campaign social media accounts.
2. Officials are strongly encouraged to exercise caution with respect to comments they post, particularly those concerning the City and the business of the City.
3. Officials are strongly encouraged to consider the potential impact of social media statements prior to posting. The City strives to be professional in its operations and processes. Posts that express favoritism or bias for or against any individual or group of individuals (e.g., based upon race, gender, national origin, sexual orientation, political affiliation, etc.) reflect poorly on the public official, as well as on the City and its residents. Further, such comments could expose the City and the elected official to liability and legal costs.
4. Officials should consider whether liking, sharing, retweeting or commenting on any social media post could be perceived as an endorsement by the City or its employees, constituents, other public officials, suppliers, vendors, or contractors.
5. Officials should refrain from using social media accounts to communicate with City employees about City-related matters. If elected officials want the City's official pages to respond to a social media inquiry, the following responses are suggested:
 - a. X: "Thanks for your inquiry! Please tag @CityofAmarillo on your inquiry so the appropriate City department may respond to you directly."
 - b. Facebook: "Thanks for your inquiry! Please tag @City of Amarillo on your inquiry so the appropriate City department may respond to you directly."
 - c. Instagram: "Thanks for your inquiry! Please tag @cityofamarillo on your inquiry so the appropriate City department may respond to you directly."
6. Officials should refrain from using City-issued email addresses to create or update personal or professional social media page settings.
7. Elected officials may not use the City logo to express personal opinions or statements.

1500 Workplace Privacy Policy

1500.1

The workplace is owned by the City of Amarillo. All facilities, vehicles, fixtures and devices owned, leased or rented or provided by the City of Amarillo may be inspected, searched, or reviewed at anytime by the City Manager or designee. This may be done with or without your presence. Refusal to cooperate with a search under this policy will be considered insubordination and is grounds for disciplinary action including termination.

All workplace technology such as telephone systems, computers, e-mail and voice mail systems, fax, answering machines and peripherals are owned by the City of Amarillo. All communications over and activity conducted on the City-owned systems are property of the City. If you bring your own technology device to use at work, then it becomes subject to this policy.

Passwords used by employees are to prevent unauthorized access by other employees, but should not be construed as creating an expectation of privacy for the employee that uses the password. Employees have no expectation of personal privacy when using City-owned property or systems.

1500.2

Users of City-provided Internet accounts should not assume they are provided any degree of anonymity.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Emergency/Disaster

Policy Number: 1600

Effective Date: April 1, 2020

Approved by: Jared Miller, City Manager
 Mitchell Normand, Director of Human Resources

I. Purpose

This policy provides guidelines for management and all employees in the event of a declared emergency or disaster (including a pandemic) at the federal, state or local level requiring activation of the City of Amarillo’s Continuity of Operations Plans (COOP). An emergency/disaster could disrupt continuity of essential City services due to significant and sustained employee absenteeism and supply chain interruptions, therefore this policy’s intent is to protect employees' health and safety as well as minimize the impact on the delivery of City services.

II. Definitions

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property that results from natural or man-made cause, including but not limited to: pandemic, tornado, fire, flood, wind, storm, water contamination, drought, infestation, explosion, civil disturbance, chemical accident, riot, terrorist activity, or other public calamity that threatens public health or safety.

City Closure: City Closure occurs when the City Manager orders the closure of all non-essential City offices. For continuity of operations, the City Manager may reopen individual offices without affecting the status of City Closure.

Continuity of Operations Plan (“COOP”): the planning document for each department that identifies critical or essential functions and the minimum resources needed to ensure a City department is able to continue operation of those functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats.

Essential Personnel: All City employees are key to the successful operation of the city; however, some employees may be identified as essential personnel during extreme emergency/disaster events. These employees may be required to work immediately before, during, or immediately after an emergency or disaster as required by the circumstances and determined by their Department Director.

Telecommuting: a mutually agreed upon arrangement between the employee and their manager and approved by the City Manager’s Office, in which an employee is approved to perform work duties from an alternative work site for a specified period of time.

III. Procedures

- III.1 This policy is only effective upon activation of the City’s COOP or other activation by the City Manager or designee as related to a declared emergency/disaster and remains effective for the duration of the activation or until amended.
- III.2 The effects of the COOP and/or this policy will confer no new privilege, right of appeal, transfer, promotion, reclassification, compensation, or other right of position or status that is

- III.3 otherwise not part of the established City of Amarillo personnel rules and personnel policies. Each Department Director must endeavor to continue to maintain proper staffing levels and in priority order to maintain essential functions of your routine position or in such other position as may be assigned during the emergency/disaster. Staffing modifications must be coordinated through the City Manager's Office as necessary as circumstances change through the course of any emergency/disaster.
- a. To ensure continuity of operations, departments should plan for alternatives and options due to employee absenteeism and possible disruption of normal service delivery by the City or disruption of products and services by outside vendors.
 - b. If the emergency/disaster is widespread (regionally or nationally), outside governmental assistance may be compromised or limited.
 - c. Employee absenteeism may spike due to employee or family member illness, or closings of school, daycare, or eldercare facilities.
 - d. Directors/Managers will determine any specialized Personal Protective Equipment (PPE) needed to maintain emergency operations.
 - e. City staff and/or resources may be required to provide services not currently performed as deemed necessary.

IV. Staffing/Telecommuting/Work Assignments

- IV.1 To ensure continuity of City operations during an emergency/disaster, departments may simplify processes temporarily in order to meet staffing and operational needs/requirements.
- IV.2 Departments shall rely upon one another as usual for decisions/assistance needed outside their expertise during an emergency/disaster or pandemic to make sound business decisions (e.g. use of Purchasing, Human Resources, Finance, City Attorney's Office, etc.).
- IV.3 Directors/Managers will be responsible for modifying work assignments, work hours or shifts, authorizing telecommuting, and any other necessary changes outside normal business practices to minimize interruption of critical essential services if needed.
- a. Such changes **shall** be closely coordinated with the City Manager's Office, Human Resources and Payroll staff to ensure operational efficiency, consistency and to ensure proper management of pay and pay types impacted by change.
- IV.4 **Telecommuting**
- a. Telecommuting may be considered and identified as an alternate work schedule by a Director/Division Manager during a declared emergency/disaster and/or activation of the COOP for certain essential functions.
 - b. Manager/Supervisor must receive approval first from their Department Director and then with the appropriate City Manager what, if any, essential functions and staff are deemed reasonable, practical and allowable for telecommuting.
 - c. Department Directors must obtain approval from the City Manager for each person recommended to be allowed to telecommute, prior to its commencement.
 - d. A telecommuting arrangement is not an entitlement and in no way changes the terms and conditions of employment; it can be revoked at any time for any reason with or without cause or explanation.
 - e. The City is not responsible for any costs associated with an employee's home office, however the City may provide certain equipment (such as laptop, cell phone, etc.) for the employee's use if available and as mutually agreed upon during the period authorized for telecommuting.
 - f. Departments should establish clear expectations for telecommuting employees including, but not limited to: expected hours, equipment, work production, timeliness, etc. as with any other employee.
 - 1) Employees will complete a form provided by Human Resources that clarifies: the reason for telecommuting request; justification of need; duties to be

performed; response hours and work production; acknowledging that staff members may be re-deployed or assist in other areas as needed outside of their normal functional area;

- 2) The employees and their direct supervisor who will be monitoring work assignments and accomplishments while telecommuting will acknowledge understanding of expectations via signature on the form;
- 3) Employee must exhibit to their Supervisor/Manager acceptable accountability, productivity and efficiency in the completion of work assignment while working remotely.

IV.5 **Positions/Assignments/Work Duties/Shifts:**

- a. During an emergency/disaster, employees may be temporarily reassigned, re-deployed, or transferred to a different position, shift, work location/worksites as deemed necessary by management in order to maintain essential services.
- b. Employees are expected to assist with the other duties as assigned during these unique circumstances.

IV.6 **High Risk Personnel**

- a. High Risk personnel for pandemic related disasters are those employees identified by a federal, state, and/or local public health authority as being at higher risk of getting sick from an identified illness. This typically involves people with specific health conditions that put them at risk such as immune-suppressed individuals, those with heart or lung disease, etc. It may also include older individuals.
- b. High Risk personnel may be allowed (or to request) special accommodations through their chain of command for approval in alternate work environment, modified or alternate duties, work location or setting that minimizes exposure for the duration of the emergency/disaster COOP activation period or until immunity is acquired through vaccination or illness.

IV.7 **Overtime**

- a. All provisions of Personnel Policy 702 – “Overtime and Compensatory Time” for overtime/comp time provisions apply during a declared emergency/disaster. Employees may be expected to work outside of normal business hours for continuity of operations, especially if staffing shortages occur.
- b. Regardless of subsequent reimbursement opportunities, mechanisms and processes for tracking staff time, hours, and/or equipment/supplies during the emergency/disaster will be reviewed and revised as necessary. If required, Finance staff will notify personnel of the tracking procedures.
- c. Limitation on overtime hours work may be dictated for health/safety reasons as needed.

IV.8 **Compensation and Pay Exceptions**

- a. Full-time non-essential personnel will be paid straight time for their regularly scheduled work hours at their regular rate of pay while City services/operations are officially closed due to a declared emergency/disaster.
- b. All exempt employees (i.e. essential and non-essential) and all sworn public safety personnel will be subject to the standard compensation rules established by Personnel Policy 702 “Overtime and Compensatory Time” during a declared emergency/disaster.
- c. Full-time, General Schedule, non-exempt essential personnel will be paid their regular pay rate for their regularly scheduled work hours during a designated emergency/disaster. The standard compensation rules established by Personnel Policy 702 “Overtime and Compensatory Time” during a declared emergency/disaster will apply.

V. Travel

- V.1 The City may restrict, modify, or revoke travel privileges related to city business during a declared disaster/emergency or pandemic. This may include travel previously approved.
- V.2 The City may impose restrictive return to work mandates that may require an employee to remain off duty for a defined period if there is a legitimate concern the employee may pose a health and/or safety risk to the workforce. If the employee is required to stay home, they may be required to apply an available accrual or leave without pay for their absence.

VI. Public Health Procedures and Infection Control

- VI.1 In the event of a pandemic-related COOP activation, employees shall follow any recommendations for certain medical procedures, immunizations, practices, or assessments as recommended by public health and environmental health guidelines and approved through the City Manager's Office.
- VI.2 Supervisors/Managers in each department are responsible to assess the work environment to determine the occupational exposure risk for staff and the public related to facilities, public access, events, and venues, to mitigate risk and exposure where practical through safeguard measures and social distancing.
- VI.3 Employees shall follow all recommended provisions of the COOP or other imposed control measures to minimize employee's and the public's potential exposure to the disease.
- VI.4 Department Directors/Managers may limit citizen/volunteer access to public buildings, close a facility and/or control access to a single-entry point for infection control, with City Manager's prior approval.
- VI.5 City staff access via security badges/cards to certain areas of city buildings may be restricted or disabled temporarily for infection control where necessary.

VII. Leave Related to an Emergency/Disaster

- VII.1 It is important that all employees understand the various pay and leave flexibilities that may be utilized during an emergency/disaster crisis, in order for employees to stay home when ill or for their safety, to care for a dependent, or their children's schools or childcare programs close, elder care facilities close, or facilities dismiss as a result of the emergency.
- VII.2 Employees are allowed to use sick leave, personal leave, compensatory time, floating holiday or leave without pay if an absence is due to reasons identified in VII.1 during the declared emergency/disaster COOP activation.
 - a. The City reserves the right to adjust its leave policies without prior notice and requests for leave are not guaranteed and are subject to supervisor approval.
- VII.3 For employees who are absent due to personal or family illness during a declared emergency/disaster (e.g. a pandemic) activation, FMLA may apply.
 - a. Management may require an employee to go home if symptomatic at work.
 - b. Employees who are symptomatic/ill may be sent home whether or not they have sufficient paid leave time accrued to cover the absence.
 - c. The City's Workers Compensation carrier will provide guidance as to injury reporting for any work-related identifiable exposures if different than normal practices.
 - d. Federal law allows an employer to require an employee to provide more detailed medical information about the employee's condition (or that of a family member) during a time of pandemic, than is normally allowed, in order to assess biological threats and better protect workplace safety and health conditions.
- VII.4 During an emergency/disaster situation, some employees may become concerned about reporting to work, for fear of exposure to themselves or their families.
 - a. Directors/Managers shall make reasonable efforts to educate employees and minimize unfounded concerns of exposure risks.
 - b. **With the potential high levels of absence during an emergency/disaster, it is**

expected that all employees who are well, report for work. Employees with childcare issues directly related to the emergency/disaster should work with their chain of command with Human Resources guidance to coordinate work accommodations as needed.

- c. Instances of employees refusing to report to work with no reasonable grounds will be treated as an unpaid unauthorized absence and may be subject to disciplinary action.
- VII.5 Modifications to leave use policies may be developed and outlined by Human Resources as deemed necessary to ensure continuity of operations during the emergency/disaster COOP activation period.
- VII.6 Directors and Managers reserve the right to temporarily suspend or cancel leave of well personnel, if their services are required in order to maintain delivery of critical essential City functions.

VIII. Benefits

- VIII.1 The City will strive to maintain Benefits during an emergency/disaster. The City reserves the right to modify any or all of its Benefits program without prior notice. Human Resources, through approval of the City Manager's Office, may temporarily change benefit provisions/costs.

IX. Exceptions

- IX.1 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Communicable Disease Prevention/Response/Recovery

Policy Number: 1601

Effective Date: May 18, 2020

Revised: June 29, 2020

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

This policy provides guidelines for taking precautions to ensure the health and well-being of our employees and the entire community in response to the COVID-19 pandemic. As government orders are modified or lifted, the City of Amarillo is dedicated to re-open the workplace in a manner that is safe. The purpose of this policy is to provide guidance on how employees may begin to return to work following reduced COVID-19 restrictions.

II. Definitions

Face covering - can include scarves, bandanas, cloths, protective glasses that cover they eyes and nose.

Personal Protective Equipment (PPE) – can include face covering, gloves.

Social Distancing – keeping space between yourself and other people outside of your home (six (6) feet (about 2 arms’ length) recommended), not gathering in groups, staying out of crowded places, and avoiding mass gatherings

III. Procedures

III.1 This policy is only effective upon activation by the City Manager or designee and remains effective for the duration of the activation or until amended.

IV. Cleaning

IV.1 Common shared/touched devices, including but not limited to microwaves, staplers, copiers, phones, handles, desktops, steering wheels, chairs, and other work tools and equipment should be cleaned on a schedule consistent with department needs/requirements.

IV.2 Employees are discouraged from sharing computers, keyboards, and phones where possible; and such items should be cleaned at least daily.

IV.3 Employees should clean their personal workspace at the beginning and end of every shift.

V. Protective Hygiene

V.1 Avoid touching your eyes, nose, mouth.

V.2 Wash your hands frequently and thoroughly.

VI. Social Distancing

VI.1 Employees should stay at least six (6) feet from other people.

- VI.2 Employees should avoid congregating in common areas when possible.
 - a. Employees may use breakrooms and lunch areas but shall observe social distancing guidelines.
 - 1) Management reserves the right to request employees disband if social distancing guidelines are not being observed in common areas.
- VI.3 In person meetings should be reduced in favor of phone or video conferences and emails, where possible.
- VI.4 Employees may be relocated within the work site to decrease workplace density.

VII. Personnel Protective Equipment (PPE)

- VII.1 The City of Amarillo may require employees to wear PPE, especially when social distancing is not possible. If in person meetings are needed, employees are expected to wear PPE.
 - a. The City of Amarillo will provide PPE based on availability and need.
 - b. Disposable face masks and gloves should be disposed of in an appropriate trash receptacle and should not be abandoned.
 - c. Homemade or cloth face covering should:
 - 1) Fit snugly but comfortably against the side of the face,
 - 2) Be secured with ties or ear loops,
 - 3) Allow for breathing without restriction, and
 - 4) Be able to be laundered and machine dried without damage or change to shape.
 - d. Reusable face masks and gloves should be washed after daily use and stored.
 - e. Employees should take extra care to avoid cross contamination by touching their facemasks or face.
 - f. Employees should regularly change gloves to avoid cross contamination of surfaces.
- VII.2 Employees with a disability who need a related reasonable accommodation, as defined by ADA (e.g., non-latex gloves), must communicate the need to the City of Amarillo.
 - a. The City of Amarillo may provide the requested accommodation or provide a modification/alternative if feasible and not an undue hardship on the operation of the City.

VIII. Exceptions

- VIII.1 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason based upon federal, state, or local law or on the needs of the City.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Telework - TEMPORARY

Policy Number: 1606

Effective Date: November 6, 2020

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

This policy provides guidance for authorizing and managing telework assignments for eligible City of Amarillo employees. Participation in telework is a privilege and not an entitlement. Telework assignments may be amended, altered, or discontinued at any time for any reason. This policy is only effective upon activation by the City Manager or designee and remains effective for the duration of the activation or until amended or inactivated.

II. Scope

This policy is applicable to Classified Civilian employees whose positions have been identified as eligible for remote work assignments.

III. Definitions

Telecommute - to work at home using an electronic linkup with a central office

Videoconference - the holding of a conference among people at remote locations by means of transmitted audio and video signals

FLSA Exempt positions – positions that do not receive overtime pay.

FLSA Non-exempt positions – positions entitled to earn the federal minimum wage and qualify for overtime pay, or compensatory time, for hours worked more than 40 hours in a work week.

IV. Responsibilities

IV.1 City Manager

- A. The City Manager, or designee, will approve or disapprove all Temporary Telecommuting Remote Work Agreements (Attachment A) approved by Department Directors.

IV.2 Department Director

- A. Approve requests to telecommute as provided by the supervisor.
- B. Ensure Temporary Telecommuting Remote Work Agreements are completed correctly prior to City Manager review and approval.
- C. Conduct regular videoconference staff meetings with direct reports.
- D. Identify staff eligible to participate in the telework program.
- E. Establish fair and reasonable telework assignments for staff that ensure operations are sustained.

IV.3 Supervisors

- A. To keep staff engaged, supervisors must conduct regular videoconference staff meetings with employees working remotely.
 - 1) Meetings do not need to be individual meetings between the supervisor and their staff. These meetings may be staff meetings. This meeting will be used to get updates on work progress and foster cohesion and employee engagement.
- B. Monitor effectiveness, productivity and efficiency of staff telecommuting.
 - 1) Supervisor may modify the telework assignment and schedule at anytime for any reason.
 - 2) Ensure employees are adhering to the Temporary Telecommuting Remote Work Agreements and this policy.
 - i) If operations are negatively impacted by telework assignments, supervisors are responsible for making immediate changes to correct operational deficiencies.
- C. Ensure all employees authorized to telework have completed a Temporary Telecommuting Remote Work Agreements.
 - 1) Supervisors must review the completed agreement in its entirety with each employee that returns an agreement prior to the commencement of the telework assignment.
 - 2) Address employees not adhering to the requirements of this policy or the telework agreement.
 - i) Supervisors must notify management of employees not adhering to telework agreement.

IV.4 Employee

- A. Employees authorized to telecommute are required to adhere to the requirements of the Temporary Telecommuting Remote Work Agreements and this policy.
- B. Required to perform designated City of Amarillo work functions during the employee's designated work schedule.
- C. Required to adhere to modifications to telework assignment or telework agreement.
- D. Must be present at all scheduled meetings.

V. **Telework Schedules**

V.1 FLSA Exempt

- A. FLSA exempt positions eligible for telework assignments may be assigned a remote work schedule as designated and/or approved by the Department Director.

V.2 FLSA Non-exempt

- A. FLSA non-exempt positions eligible for telework assignments may be assigned a remote work schedule in accordance with the following:
 - 1) Telework schedules for FLSA non-exempt positions shall not be assigned to work remotely greater than five consecutive business days at a time or greater than three business days in a work week.

Example: An FLSA non-exempt position may be assigned a telework assignment on Thursday and Friday of week one and Monday, Tuesday, and Wednesday of week two. A FLSA non-exempt position may also be assigned a telework assignment of Monday, Wednesday, Friday of week one and Tuesday and Thursday of week two. Both sample schedules are examples telework schedules that comply with V.2 of this policy.

VI. Procedures

- VI.1 Due to the nature of services provided by the City of Amarillo, every City of Amarillo position is not eligible for telework assignments. Department Directors are responsible for approving positions eligible for telework assignments.
- VI.2 Any employee authorized to telework is required to forward their office telephone to a reliable telephone while working remotely.
 - A. While working remotely, missed telephone calls must be acknowledged or returned to the caller within 15 minutes of the missed call. Acceptable forms of acknowledgments include text message responses, email messages and telephone response.
 - 1) If unable to respond or acknowledge a missed call within 15 minutes, the employee will be required to provide an explanation if questioned about their inability to respond.
 - B. An employee that does not have access to a reliable telephone at their remote work site, or is unwilling to forward their office phone, may be denied the opportunity to telework.
- VI.3 All employees authorized to work remotely are required to complete the Telecommute Form prior to working remotely.
- VI.4 Employees authorized to work remotely must respond or acknowledge all emails received the same day the email is received.
 - A. Emails received by an employee outside of the employee's designated work hours must be acknowledged within the first hour of the employee's next work shift.
- VI.5 All departments with any staff participating in the Telecommute program are required to establish a centralized method for all employees to access staff schedule. For example, an excel spreadsheet may be placed on the department shared drive that reflects the employees schedule, including their designated lunch hour. Departments may also establish shared calendars reflecting such information.
- VI.6 Any employee authorized to telecommute must confirm their address, telephone number and emergency contact information is current prior to working remotely.
 - A. An employee refusing to provide contact information may be denied an opportunity to telework.
- VI.7 Employees must utilize the out of office function on their email if they are away from their City email for any period other than their designated lunch.
 - A. Employees must indicate an alternative point of contact and the contact information of the designated contact in the out of office message.
- VI.8 All scheduled videoconference staff meetings must be communicated to staff in writing and distributed via email and must establish the day, time and recurrence of the meeting(s).
 - A. Employees unable to enable their video function during videoconference meetings must receive prior supervisor approval to not enable the video function prior to the scheduled meeting.
- VI.9 Employees working remotely may be required to submit recurring productivity reports reflecting tasks completed, project status updates, and/work production for a defined period.
- VI.10 Failure to adhere to this policy may be considered insubordination and failure to follow department rule. An employee assigned to telework who fails to adhere to this policy, fails to meet productivity expectations, and/or is believed to not be performing expected duties may have their telework privileges revoked and may be subject to disciplinary action including termination.
 - A. Telework assignments are a privilege and not an entitlement. An employee's telework assignment may be revoked or amended at anytime for any reason.

VII. Exceptions

VII.1 Exceptions to this policy require prior approval by the City Manager, or their designee.

VII.2 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason based upon federal, state, or local law or on the needs of the City.



Temporary Telecommuting Remote Work Agreement

The City of Amarillo encourages all managers and supervisors to think creatively about how to support their employees in caring for their health and reducing risk of exposure to the current health situation.

Temporary Telecommuting Remote Work (TTRW), is a program under which employees may work at a place other than their traditional workplace on specified days and/or at their primary worksite the remainder of the time, retaining flexibility to meet the needs of the business unit. The TTRW location may be the employee’s home or another suitable location.

In the event of a declared emergency or disaster (including a pandemic) at the federal, state or local level requiring activation of the City of Amarillo’s Continuity of Operations Plan (COOP), TTRW may be approved for alternative work arrangements. This is a short-term discretionary program and must be discussed and considered on a case by case basis.

This agreement must be signed and approved by the employee’s manager or supervisor, the head of the department and appropriate City Manager.

I. General Work Arrangement

- a. This Agreement is between (“the department”) and (“Employee”) to establish the terms and conditions for temporarily performing work at an alternate work site.

- b. The Agreement begins on (date). You understand that this Agreement to permit you to work remotely is a temporary measure only and will be reviewed continuously during a declared emergency/disaster and/or activation of the COOP for certain essential functions. Accordingly, the City of Amarillo may alter this schedule or end the temporary remote work agreement at any time at its discretion.

- c. This Agreement will remain in effect unless altered or terminated at any time.



Temporary Telecommuting Remote Work Agreement

The following conditions apply:

- a. Employee’s remote work schedule is (specify days and hours. If it varies include those details.)

Week 1 Schedule

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
COA site							
Alternative site							

Week 2 Schedule

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
COA site							
Alternative site							

Designated lunch hour: _____

Any deviation from the approved bi-weekly remote schedule or designated lunch hour will require prior written approval by the employee’s supervisor.

- a. While working remotely, Employee will:
 - i. Remain accessible by any or all of: telephone, email, or remote network login, or other software apps, as resources allow during the remote work schedule;
 - ii. Check in with the supervisor to discuss status and open issues at such times as the supervisor requires;
 - iii. Be available for video/teleconferences, scheduled on an as-needed basis;
 - iv. Be available to physically attend scheduled work meetings as requested or required by the Department;
 - v. Request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
 - vi. Request supervisor approval to use annual leave, sick leave, PTO, comp time or other leave in the same manner as when working at Employee’s regular work location.



Temporary Telecommuting Remote Work Agreement

- b. Employee's duties, obligations, responsibilities, and conditions of employment with the City of Amarillo remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular City of Amarillo work site. The supervisor reserves the right to assign work as necessary at any work site.
- c. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement herein.
- d. If the supervisor deems that the temporary remote work arrangement is not working effectively or as envisioned, then management may at any time adjust or end this Agreement at any time and for any reason.
- e. The employee's telework phone number will be shared with the employee's supervisor and any other person within the City of Amarillo organization with a business need to know that number.

II. Safety and Equipment; Information Security

- a. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to Employee's supervisor immediately. The City of Amarillo is not responsible for hazards in the employee's home or other remote work site that is not under the active controlled or management of the City of Amarillo.
- b. Employee agrees to protect City owned equipment, records, material from unauthorized or accidental access, use, modification, damage, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process information, or the process by which information is stored or shared.
- c. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access of City data or records at the earliest reasonable opportunity.
- d. Employee understands that all equipment, records, and materials provided by the City shall remain the property of the City.
- e. Employee understands and agrees that Employee's personal vehicle may not be used for City business unless specifically authorized in writing by Employee's supervisor in advance of such use.
- f. Employee agrees to return City owned equipment, records, and materials within 1 business day after termination of this agreement.



Temporary Telecommuting Remote Work Agreement

Employee Information

Name: Employee ID:

Job Title: Business Unit:

Supervisor:

Telework location: Home Other (describe)

Telework address:

Telework phone: Telework email:

Communications & Equipment

The following equipment will be used by the employee in the home/remote work location:

Item: <input type="text"/>	Item: <input type="text"/>
Item: <input type="text"/>	Item: <input type="text"/>



Temporary Telecommuting Remote Work Agreement

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all its provisions.

Employee Signature

Date

I authorize the Temporary Remote Work Agreement.

Supervisor Signature

Date

Department Director Signature

Date

City Manager/Deputy City Manager/Assistant City Manager

Date

This signed Agreement must be sent to Human Resources for placement in Employee's personnel file. The employee and supervisor should each keep a copy of the Agreement for future reference.

A telecommuting remote work agreement is not an entitlement and in no way changes the terms and conditions of employment; it can be revoked at any time for any reason with or without cause or explanation.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Portal-to-Portal Deployment

Policy Number: 1610

Effective Date: May 7, 2024

Approved by: Floyd Hartman, Interim City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

Provide standard protocols for all employees deployed to other jurisdictions during a disaster/emergency area that qualifies for funding reimbursement from the Texas Department of Emergency Management (“TDEM”), or another reimbursing governing agency.

II. Scope

The Portal-to Portal Deployment policy applies to all employees deployed to a disaster/emergency area.

III. Procedures

- III.1 Members deployed under the TEEEX “portal-to-portal” Memorandum of Agreement (“MOA”) or Memorandum of Understanding (“MOU”) will be paid on the front-end, based on the daily report to the point of contact.
- III.2 Members deployed under the TDEM “portal-to-pay”, a MOA, MOU, or other approved interjurisdictional agreement, will be paid on the front-end but based on the current TFS Texas Intrastate Fire Mutual Aid System (TIFMAS) Business Manual and/or TEDEM Mutual Aid Reimbursement Guide.
- III.3 During times of deployment, FLSA exempt employees will convert to a temporary non-exempt status for purposes of incremental time tracking. During times of temporary non-exempt status, these employees will clock in/out for the duration of the deployment.
 - A. Upon resumption of normal work assignment, employees will be converted back to an exempt status.

IV. Exceptions

- IV.1 The City Manager reserves the right to modify, override, or make exceptions to this policy.

City of Amarillo
Personnel Policies and Procedures

Policy Title: Safety Policy

Policy Number: 1700

Effective Date: April 2, 2021

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The City of Amarillo intends to provide a safe and healthy work environment for our employees. The purpose of this policy is to establish a workplace culture that ensures the safety and well-being of all City of Amarillo employees

II. Scope

This policy applies to all City of Amarillo employees, interns, volunteers, and departments. Enforcement upon civilian personnel shall be in accordance with the City's disciplinary rules and procedures. Mission-appropriate/essential exceptions and associated tolerable risks are recognized as inherent in some functions of the law enforcement and fire services. Enforcement upon sworn fire and police personnel will be governed by the rules of Local Government Code Chapter 143, and any meet and confer agreements as they pertain to employment practices and employment law.

III. Management Policy Statement and Safety Goals

- A. The personal safety and health of each City of Amarillo employee is of primary importance. The City of Amarillo believes that its employees are the most important resource and that their workplace safety is its greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide appropriate training and equipment to ensure that employee safety goals are accomplished.
- B. To be successful, the City of Amarillo safety program must embody the proper attitude toward injury and illness prevention on the part of management, supervisors, and employees. Cooperation between our employees and management in the observance of this safety policy will ensure safe working conditions, will minimize the risk of accidents, and will work to our mutual advantage. It will also assist in reducing workers' comp costs and reduce jobsite down-time, material loss and regulatory agency fines.
- C. The City of Amarillo's safety goals are to reduce employee injuries, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, the City will protect its employees and will protect the assets belonging to the citizens of Amarillo.
- D. Management will hold managers, supervisors, and employees accountable for meeting our safety goals.

IV. Responsibilities

- A. **Department Director**

1. Develop policies and procedures that integrate safety with all operations.
2. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment (PPE), and safe work environments.
3. Provide necessary PPE and enforce its use and care
4. Provide effective safety and health training to all employees
5. Be familiar and comply with all applicable safety standards.
6. Review, consider for approval, and execute appropriate actions on safety policies.
7. Ensure a high level of safety performance and hold staff accountable for safe work practices.
8. Ensure that all employees have the authority to enforce the safety policy and take actions to stop unsafe practices.
9. Ensure job safety analysis and job safety observations are routinely updated and completed for each position.
10. Ensure safety audits are completed on division facilities and equipment

B. Supervisor

1. Know safety policies and work practices that apply to the department operations.
 - a. Take action to confirm that all employees in the supervisor's charge understand the safety rules that apply to them.
 - b. Always take immediate action to correct safety rule violations. Unsafe acts or procedures will not be tolerated.
2. Prevent bad work habits from developing.
 - a. Hold supervisors and employees accountable for making daily observations of employees to ensure that they perform their work safely and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within the work area.
 - a. If circumstances are beyond supervisor control, remove employees until conditions are made safe.
 - i) Notify the Department Director of significant observations/occurrences.
4. Promote the reporting of unsafe conditions or procedures in the workplace.
 - a. Listen to employees and take all safety complaints serious. No job shall proceed when a question of safety remains unanswered. Seek advice from the Department Director or Risk Management, as necessary.
5. Demonstrate safe work practices through personal work habits and personal conduct. Always wear PPE in areas where PPE is required.
6. Every employee is required to be provided training on proper safety procedures to follow, including the use of additional safeguards such as machine guards and PPE immediately upon hiring.
 - a. No employee shall be assigned work duties without being trained on safety protocols.
7. Investigate and analyze every accident and near miss that occurs to all employees. If it is suspected that an incident may be caused by a defective vehicle, product, tool, or device, then the supervisor shall first make direct contact with an attorney in the City Attorney's Office before moving, testing, examining, or manipulating, or conducting any test on the suspected item. Failure to follow this procedure can spoil essential evidence and hamper the legal rights of an injured employee or City.
8. Complete and file an incident report for all incidents/accidents involving employees.
9. Conduct routine tailgate safety meetings and for all high-risk operations.
 - a. Tailgate safety meetings shall occur no less than once a week.

10. Make safety suggestions and solicit safety suggestions from employees.
11. Serve on safety committees when requested.
12. Maintain an active presence at every safety meeting and participate in safety meetings.
13. Perform and cooperate in conducting safety audits of department facilities and equipment.

C. Employee Responsibilities

1. Know and adhere to all safety rules, regulations, signs, markings, and instructions. Be knowledgeable of rules and regulations that apply directly to the employee's area and the work they perform.
 - a. Employees shall ask their supervisor, foreman, or safety coordinator for clarification or guidance of any rule not fully understood.
2. Loose clothing, shorts, tank tops, and jewelry cannot be worn on worksites. Attire appropriate for the worksite (as determined by the supervisor) is always required.
3. Proper footwear shall be worn at all jobsites. Employees shall not be permitted to work until the employee reports to work with the proper footwear.
4. Appropriate PPE shall be utilized on all jobsites.
5. Employees shall not handle chemicals unless the employee has been properly trained in the safe handling of the specific chemical.
6. Read, understand, and follow the guidelines set forth in the Safety Data Sheets (SDS) pertaining to the employee's worksite.
7. Compliance with all City of Amarillo safety and health rules and regulations is a condition of employment. Failure to follow safety rules and regulations may result in disciplinary action up to, and including, termination of employment.

V. Procedures

- A. The health and safety of employees is both a management and personal responsibility. The City will take all appropriate steps to ensure a safe work environment, but it is up to the individual employee to follow all safety rules and policies and to take all appropriate steps to work safely. Every task should be completed with a focus on health and safety. The Cardinal Rules of Safety are of paramount importance in creating a culture of safety within the City of Amarillo and cannot be compromised. Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.

1. Failure to wear a seat belt when operating City vehicles and equipment.
2. Knowingly or recklessly operating a City vehicle without a valid, applicable driver's license.
3. Circumventing, tampering with, or removing a safety device.
4. Failing to use, or refusing to properly use, required personal protective equipment (PPE).
5. Distracted driving/texting while driving.
6. Knowingly or recklessly putting oneself, another employee, or any other person in imminent danger or knowingly or recklessly failing to protect the safety of the public.
7. Failure to report an on-the-job injury (OJI), accident/incident, or failure to cooperate and be truthful in a safety investigation.
8. Failing to enforce or follow safety policies and rules.

VI. Housekeeping

- A. Materials shall be kept in neat stockpiles for easy, safe access. Aisles shall be kept clear of loose materials, tools, cords, and waste.
- B. Remove waste from worksites on a frequent basis and dispose of it in a suitable manner.
- C. Remember that nothing should be stored in the path of employees or the public.

VII. Tools

- A. Every tool is designed for a certain job and should only be used for that purpose.
- B. Keep tools in a well-maintained fashion. Worn tools are dangerous and should be tagged and removed from service.
- C. Do not force tools beyond their capacity or use cheaters to increase leverage.
- D. Do not use power tools unless and until employees are properly trained to do so.
- E. Before using power tools, examine them for damaged parts, loose fittings, frayed or cut electrical cords. Tag and remove defective tools from service.
- F. Do not use tools with improper or damaged guards, or with guards removed.
- G. The removal of safety guards is prohibited and may result in discipline up to and including termination.

VIII. Electrical Safety

- A. Department Heads will ensure that departments have a comprehensive safety policy describing their work with electrical equipment.
- B. Department Heads will ensure that employees tasked with working with electricity are properly trained and equipped.
- C. Only qualified workers shall be allowed to perform electrical work.
- D. Examine all cords prior to use. Cords which are frayed, worn, or contain exposed wires shall not be used and shall be removed from service immediately.
- E. All cords should be of the three-wire type and designed for the intended use.
- F. Cords shall be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard.
- G. All electric work shall conform to the requirements of the current NEC and NFPA standards at the time of the work.

IX. Lockout/Tagout

- A. Departments that work with hazardous energy shall develop a lockout/tag out policy and training that conforms to OSHA 1910.147.
- B. Employees shall not enter hazardous energy areas without properly locking and tagging the equipment.
- C. Never operate tagged out equipment.
- D. Employees shall place their lock personally; employees shall never have someone else do it for them.
- E. Employees shall not remove someone else's tag.
- F. All locks and tags will be labeled to identify their owner.

X. Trench and Confined Space Entry

- A. Department Heads will ensure that all employees tasked with entering trenches and confined space are properly trained and equipped.
- B. Department Heads of departments that enter trenches and confined spaces will ensure they have policies in place that align with current OSHA standards.
- C. Employees will not enter trenches or confined spaces until all safety measures and training

- have been implemented.
- D. Trenches deeper than 5 feet will be shored before personnel enter.
 - E. A competent person will be designated and on site before personnel enter trenches or confined spaces. The designated competent person will remain on site while personnel are working in a trench or a confined space.
 - 1. A competent person is an individual who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
 - F. Mandatory training will be provided annually for personnel tasked with entering trenches and/or confined spaces.

XI. Material Handling, Storage, and Disposal

- A. Material Handling
 - 1. Employees must know the approximate weight of objects being handled and stay within their abilities. If the object is too heavy or bulky get help or use available equipment.
 - 2. Employees shall ensure they have a safe path of travel while moving objects.
 - 3. Employees shall establish firm footing, keep their back straight and use a proper lifting technique. Lift gradually, and do not jerk or twist.
- B. Storage
 - 1. Store materials so as not to block exits, aisles and passageways, and access to fire extinguishers and electrical panels.
 - 2. Stacked materials should be secured to prevent sliding, falling, and collapse.
 - 3. Materials stored inside shall not be placed within two (2) feet of the ceiling and shall not impede sprinkler operation.
 - 4. Utility closets shall not be used as storage areas.
 - 5. Flammable materials shall be stored in accordance with local code and the most current NFPA standards.
- C. Disposal
 - 1. Hazardous Materials shall be disposed of according to manufacturer's recommendations.
 - 2. Contact Industrial Waste at (806) 342-1556 or Solid Waste at (806) 378-6813 with questions concerning disposal.

XII. Hot Work

- A. Hot work must be conducted in accordance with City policy, NFPA 51B, and ANSI Z49.1.
- B. Only properly trained and qualified employees will conduct hot work (cutting, welding, soldering, and brazing).
- C. Department Director or Facilities Director will issue a hot work permit before allowing hot work to be initiated on City property and/or equipment. This includes hot work conducted by contractors on City property and/or equipment.
- D. Supervisor will ensure employee is properly trained and qualified before assigning hot work to an employee.
- E. Ensure that an appropriate fire extinguisher is readily available.
- F. Department Director will provide for the retention of the hot work permit in accordance with the City of Amarillo retention policy.

XIII. Stairways and Ladders

- A. Stairways
 - 1. Stairways shall be kept clean and free from hazards

2. Employees should use the handrail while ascending and descending stairs.
- B. Ladders
1. Inspect ladders before and after each use.
 2. Remove unsafe ladders from service and do not use.
 3. Employees shall ensure that they are using the proper ladder and that it is designed to support the weight that will be placed on it.
 4. Ladders used to access upper floors or platforms shall extend three feet above the upper landing surface.
 5. When in position, straight and extension ladders should be securely tied at the top to prevent slipping or should be held in place by a fellow employee.
 6. The area around the tip and base of the ladder should be kept clear at all times.
 7. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all time.
 8. Make sure ladder is free from mud, ice, snow etc. before using.
 9. Do not use ladders in a horizontal position or as scaffold.
 10. Ladders shall only be used for the purpose for which they were designed.
- C. Step Ladders
1. Do not use ladders in the folded position as a straight ladder. Ensure the legs are open and locked in place.
 2. Do not stand on the top two steps of a step ladder.

XIV. Motor Vehicle Safety

- A. Seat belts shall be worn at all times by City employees operating or riding on vehicles or equipment.
- B. Cell phones shall not be used while driving City vehicles and equipment unless they can be used in a hands-free (Bluetooth, etc.) manner. (AFD, APD exempt when used for official business).
- C. Vehicles used to transport employees should have a proper number of seats and belts for the number of employees carried. Employees shall not ride in or on fenders, running boards, truck beds, or any other piece of equipment not meant for human occupancy.
- D. Horns and back-up alarms shall be functional on all City equipment.
- E. Backing should be avoided when possible. If equipment must be backed, use of a spotter is required when a spotter is available. If a spotter is not available, vehicle and equipment operators must back slowly with an abundance of caution.
- F. Parked City vehicles will utilize the “orange flag” system to ensure situational awareness for the operator. One orange flag will be placed on the front, driver’s side of the vehicle and another orange flag will be placed on the rear, passenger side of the vehicle. The operator must do a 360° walk-around to retrieve the flags before operating the vehicle.
- G. Operators of City vehicles and equipment are responsible for the safe operation of their vehicles at all times.

XV. Hazardous Communications

The Texas Hazard Communication Act (THCA) is a state “worker right-to-know” law that requires public employers to provide their employees with specific information and training on the hazardous chemicals to which employees may be exposed in the workplace.

- A. The Risk Management Department, in cooperation with the Environmental Lab, will manage the City of Amarillo THCA compliance.
- B. Department Directors shall ensure that each of their divisions develop and maintains a hazard communication policy compliant with THCA requirements.
- C. Department Directors will collaborate with Risk Management and Environmental Lab on matters pertaining to the THCA including but not limited to training, safety data sheet (SDS)

- management, and annual chemical inventory.
- D. Chemicals without a proper SDS will not be used or stored in or on City facilities.
- E. Chemicals stored in secondary containment will be properly labeled with the identity appearing on the SDS and the appropriate hazard warnings.

XVI. Safety and Health Training

- A. City of Amarillo employees will receive safety and health training in accordance with the job tasks they are allowed/required to perform and for the hazards they may encounter.
- B. Job Safety Analyses (JSA) will be completed on all tasks assigned to employees.
- C. Supervisors will train employees on JSAs before assigning tasks.
- D. Job Safety Observation (JSO) will be completed on tasks periodically. JSO may be performed by supervisors, peers, or members of Risk Management.
- E. JSOs will be used to mitigate hazards and to identify training objectives.
- F. Toolbox/Tailgate, or 5-10-minute safety meetings will be held by Superintendents/Forepersons before beginning hazardous work such as trench entry, confined space entry, work in roadway work zones, or other tasks that have a high degree of risk.
- G. The subject of each training talk should be documented and recorded by the Department Head or designee. A log of toolbox/tailgate safety talks shall be kept by each crew foreperson.

XVII. Policy Enforcement

- A. Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule and will be subject to disciplinary action up to, and including, termination.
- B. Disciplinary action will be taken for the following offenses:
 - 1. Fighting—no matter what the cause
 - 2. Horseplay
 - 3. Insubordinate conduct or refusal to follow directions
 - 4. False statements such as injury claims
 - 5. Other inappropriate behavior including, but not limited to, failure to obey safety rules

XVIII. Exception

The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason based upon federal, state, or local law or on the needs of the City.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: City Smoking

Policy Number: 1800

Effective Date: October 1, 2021

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidelines for the prohibition of smoking, tobacco products and/or smoking devices and to limit smoking during work hours to an employee’s break and lunch period only. The City promotes a healthy environment for all employees and will provide employees available tobacco cessation resources or information about tobacco cessation.

II. Scope

This policy is applicable to all City of Amarillo employees.

III. Definitions

Smoking: the act of inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, electronic smoking device, or any other lighted, heated, or burning, vaporized or aerosol tobacco, chemical, other plant-based product (including marijuana) whether loose parts (e.g. leaf, bud, flower, oil, or stem), rolled, powder, liquid, or provided in a pod or other type of canister or container, whether a natural or manmade synthetic product, in any manner or in any form (including smokeless tobacco products) which is intended for non-medicinal inhalation of substances described herein. “Smoking” includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking as herein defined.

Worksite: a place in which work is performed or assigned.

IV. Procedures

Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule and may result in disciplinary action up to and including termination. Appropriate disciplinary action taken may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

- IV.1 Smoking is prohibited in any indoor enclosed facility owned or leased by the City of Amarillo.
- IV.2 Smoking is prohibited in any City-owned or leased vehicle at any time.
- IV.3 Smoking is prohibited while operating any City-owned or leased equipment at any time.
- IV.4 Smoking is prohibited on or at worksites.
- IV.5 For City employees, smoking is prohibited within 50 feet from any outside entrances, operable windows, and ventilation systems of any City owned or leased work location, to prevent smoke from entering those areas, unless identified as a designated smoking area.

V. Exceptions

The City Manager reserves the right to modify or override this policy at any time.

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Support of Nursing Mothers
Policy Number: 1900
Effective Date: September 1, 2021
Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidelines for the health and well-being of employees and their infant children providing a workplace that supports the decision of an employee to breastfeed. The City of Amarillo provides a supportive environment to enable breastfeeding employees to breastfeed or express their milk in the workplace.

II. Scope

This policy is applicable to all City of Amarillo employees.

III. Definitions

Reasonable Break Time - A reasonable break time shall be an amount of time sufficient to allow the employee to express breast milk, including the time necessary to travel to and from the designated lactation room or location.

IV. Policy Statement

The City of Amarillo is committed to providing a supportive environment that encourages and enables employees to express breast milk in a private place, with reasonable break time for up to one year following the child's birth. Employees are allowed reasonable time to express milk during work hours. It is the policy of the City of Amarillo to comply with all state and federal laws as they relate to workplace breastfeeding or breast milk expression.

V. Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. City of Amarillo supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Employee

The employee is responsible for requesting and arranging in advance with their supervisor appropriate and reasonable break times or flexible scheduling for expressing milk.

Employees, if possible, should use normal break time or mealtime to express breast milk. For time that may be needed beyond the usual break times, employees may use accrued annual leave, sick leave or compensatory time, or can adapt an alternate work schedule with Department Director approval to make up time used when expressing breast milk (e.g., coming in early or leaving late).

Employees provide their own pump, adapter, and accessories as well as a small cooler or insulated bag. Each employee is responsible for proper storage of their expressed milk. All expressed milk

must be taken home at the end of each workday. The City is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on City premises.

Supervisor

The supervisor is responsible for working with the employee to provide reasonable break times each day for employees wishing to express breast milk. The supervisor must provide a positive atmosphere of support for breastfeeding employees.

City of Amarillo

Will provide a private, sanitary space with a lock on the door for expressing milk. A bathroom stall or storage area does not serve as a lactation space. If employees prefer, they may also express milk in their own private office.

There will be no adverse employment actions of any kind as a result of time used for milk expression; no acts of discrimination or retaliation against nursing employees or those who may become a nursing employee; no disapproving comments or criticisms of staff that use time for milk expression; no joke, comments, ridicule or other behaviors that may result in embarrassment for a nursing employee or other staff.

Employees with concerns, questions, or complaints about this policy should contact the Human Resources Department.

VI. Exceptions

The City Manager reserves the right to modify or override this policy at any time.



Human Resources
City of Amarillo
601 S. Buchanan St. Rm 101
Amarillo, Texas 79101

Memo

From: Mitchell Normand, Director of Human Resources

Re: Temporary Suspension of the Employee Transfer Policy

Date: April 28, 2022

Effective immediately, the Employee Transfer Policy is suspended until further notice. Newly hired employees are not prohibited from laterally transferring or promoting to different positions inside or outside of the hiring department prior to satisfying six months of employment with the City of Amarillo.

**CITY OF AMARILLO
POLICIES AND PROCEDURES**

Department:	Human Resources Department
Procedure:	Employee Transfer Policy
Effective Date:	October 1, 2016

Purpose:

The purpose of this policy is to ensure consistency among all departments regarding the transfer of newly hired City employees. A newly hired employee is an employee who has not completed his/her six (6) month of employment with the City of Amarillo.

Scope:

All Departments/All City Employees (full-time and part-time).

Definition:

A lateral transfer is the assignment of an employee from one position to another position not involving promotion or demotion. A transfer may be for administrative convenience or upon the request of the employee. Transfers may also be in conjunction with an announced selection process.

Policy:

1. A newly hired employee will not be allowed to make a lateral transfer to another department within their first six (6) months of employment.
2. Lateral transfers and promotions can take place within the same department, prior to a newly hired employee reaching their six (6) months of employment.
3. A newly hired employee will not be allowed to transfer to another department if any of the following exist:
 - a. The employee has received a disciplinary action (written reprimand or higher constitutes a disciplinary action) and/or is currently under administrative investigation; or
 - b. The employee's most recent evaluation is below a "good" rating.

**CITY OF AMARILLO
POLICIES AND PROCEDURES**

Department: Human Resources Department
Procedure: Job Vacancies (HARD-TO-FILL)
Effective Date: October 1, 2016

Purpose:

The purpose of this policy is to provide information and clear instructions on how to recruit and retain positions that have been designated as "HARD-TO-FILL."

Scope:

All Departments/All City Employees (full-time and part-time).

Policy:

Positions are designated as being "Hard-to-fill" when any of the following factor(s) exist:

- The quality of candidates possessing the necessary competencies required for the position are limited;
- The salary offered is typically not at a desired range, to attract qualified candidates;
- Recent changes in the industry; or
- Special or unique skills are required for the position.

Positions that have been designated "Hard-to-fill" in the City of Amarillo are as follows, but not limited to:

- Accountants (all specialties)
- Bus Drivers (Transit)
- Chemists
- Emergency Dispatchers (911)
- Engineers (all specialties)
- I/T Professionals (all specialties)
- Mechanics (all specialties)
- Nurses (all specialties)
- Planners
- Plant Operators
- Veterinarians

See back page

Department Directors will have the ability to offer the following incentives, to qualified candidates who meet or exceed the necessary requirements, in order to fill a **“Hard-to-fill”** position:

1. A maximum amount of 15% above the starting salary (base pay) for that particular position; or
2. Any other incentives or incentive package must be approved by the City Manager.

**CITY OF AMARILLO
POLICIES AND PROCEDURES**

Department:	Human Resources Department
Procedure:	Lump-sum Payments (Over the Range Maximum)
Effective Date:	October 1, 2016

Purpose:

The purpose of this policy is to provide clear instructions and requirements for employees who may receive a lump-sum payment in lieu of an annual pay increase.

Scope:

All Departments/All City Employees (full-time employees), excluding sworn, non-exempt Fire and Police personnel.

Policy:

Employees whose salaries are equal to or greater than the pay range maximum of their salary range at the time of their annual performance appraisal may be eligible to receive an “**over the range maximum**” payment in lieu of an increase to their base salary if their performance rating is “Meets Expectations” or better.

Employees may receive the full value of a merit increase in one lump-sum payment. The payment will be processed on or around the employee’s annual review/anniversary date.

Over the range maximum payments are not compounded from year to year. These payments are one-time payments and are not considered part of an employee’s base salary. However, employee and employer retirement contributions will be calculated on both the employee’s salary and the range maximum (**lump-sum**) payment.

**CITY OF AMARILLO
POLICIES AND PROCEDURES**

Department:	Human Resources Department
Procedure:	Exempt & Non-exempt Employees
Effective Date:	October 1, 2016

Purpose:

The purpose of this policy is to provide clear instructions, according to the Fair Labor Standards Act (FLSA), defining Exempt & Non-exempt employees, Overtime Pay and Compensatory Time.

Scope:

All Departments/All City Employees

Policy:

The Fair Labor Standards Act (FLSA) enforces rules and regulations for both Exempt and Non-exempt employees.

DEFINITIONS

“Exempt” refers to employees who are exempt from Federal and State laws regarding payment of overtime and compensatory time; regardless of the number of hours worked. These employees are paid a pre-determined salary and not an hourly rate.

“Non-exempt” refers to employees who are eligible to receive overtime, for hours worked in excess of 40 hours per week and are paid on an hourly basis. All overtime must be approved, before working any overtime. The “40 hour per week” rule does not apply to non-exempt, sworn Firefighters and Police Officers, who may have a different, scheduled work week.

“White-collar exemption” has recently been amended (2016) extending overtime pay eligibility to employees who may perform some executive, administrative and/or professional duties per federal law and that earn \$913 a week (\$47,476 annually) or less; essentially making those employees who may have once been **EXEMPT**, now eligible for overtime payment.

“Compensatory Time” is time off with pay and is earned in lieu of being paid overtime. Compensatory time can only be accrued and/or earned by non-exempt employees and is currently capped at 80 hours for non-exempt employees (**See Employee Handbook, Sec. 702.2**). Sworn Firefighters and Police Officers may accrue up to 120 hours of comp-time.

City of Amarillo Personnel Policies and Procedures

Policy Title: Education Assistance
Effective Date: October 1, 2019
Approval Date: July 18, 2019
Approved By: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

This program is intended to provide an opportunity and an incentive for employees to increase their individual level of education and professional expertise, ultimately improving the quality of service provided to the community. Assistance is not an employee entitlement, but a management prerogative to enhance employee performance of official duties. Subject to an annual review of the availability of funds, education assistance may be available to eligible employees in accordance with the rules, procedures and requirements outlined in this document.

This policy is designed to:

1. Promote professional growth and development of employees.
2. Encourage the development of skills, knowledge and abilities that will improve opportunities for career advancement.
3. Promote consistency regarding the administration of this program throughout the organization.

II. Responsibilities

Below are the responsibilities of each person involved in the education assistance request process:

Employee

1. Ensure all required documents are returned to the appropriate party by the designated deadlines.
2. Meet requirements stipulated by this policy for continued eligibility.

Supervisor

1. Confirm employee's eligibility upon receipt of a request.
2. Confirm the request is received in a timely manner in accordance with this policy.
3. Confirm all submitted documentation satisfy the requirements for consideration.
4. Confirm request is within policy limit.
5. Give the first level of approval prior to the Department Director's approval or deny the request.

Department Director

1. Confirm employee meets eligibility requirements.
2. Ensure request was received timely in accordance with this policy.

3. Verify request is within policy limit.
4. Verify available funding.
5. Grant final departmental approval before submitting request form to the respective City Management designee.
6. Ensure approved requests are processed timely.

Human Resources Department

1. Confirm request satisfies requirements established by this policy.
2. Ensure consistent administration of policy organization-wide.

III. Procedures

- A. Employees must meet the following requirements in order to be eligible for consideration to participate in the Education Assistance program:
 1. Full-time employment status for one continuous year and successful completion of probation prior to the date of request.
 2. Satisfactory rating on most recent performance appraisal.
 3. No disciplinary action one year immediately prior to date of the request.
 4. No performance issues and must be in good standing in the department as determined by the Department Director, or designee.
- B. Reimbursement/funding of eligible education expenses must be approved by the Department Director and City Manager, or designee, prior to any payments being made.
- C. Priority will be given to participants pursuing course(s)/certification(s) related to the employee's current position or career advancement opportunity within the City of Amarillo.
- D. Education covered by this policy should be pursued outside of normal work hours. In instances where classes are only available during the employee's normal working hours, the employee is responsible for seeking supervisor approval for leave and to apply an eligible leave accrual to the absence. A supervisor may exercise discretion in allowing an employee to temporarily assume a flexible schedule. Any work scheduling to accommodate class time must be approved by the Department Director in advance of registration; and, for continuing students, shall be reviewed every semester/session. Approval of such schedule accommodations is at the discretion of the Department Director and approval is not guaranteed. Approval for a modified schedule may be revoked at anytime for any reason by the Department Director.
- E. An employee receiving external funding from an alternate source (e.g. scholarships, grants, or other organizations) may only submit eligible expenses not covered by the external-funding agent.
- F. Ineligible expenses include, but are not limited to, late fees, finance charges, delinquent balances, books, supplies, travel expenses.
- G. All requests for education assistance and/or reimbursement must be completed on the *Request for Education Assistance Form (Attachment A)* and advanced to your Department Director at least 30 days prior to the start date of any class or exam date. A detailed invoice, degree plan and confirmation of enrollment must be submitted with the request for assistance.

If a request for tuition reimbursement is submitted without the required documentation, the request will be considered incomplete and will be automatically denied.

- H. If the employee terminates prior to satisfying the service requirements stipulated by this policy and fails to repay the full amount owed, the remaining balance will be deducted from the employee's terminating pay to the extent allowable by law. If the employee's terminating pay does not cover the remaining balance, the employee will be required to make the necessary payments to the City of Amarillo after separating service. In the event any portion of the indebtedness to the City of Amarillo is collected through judicial proceedings by an attorney, the separated employee will be responsible for paying all reasonable attorney's fees and costs for collection which fees and costs will in no event be less than 10% of the amount then owing.
- I. All requests for reimbursement will be processed by the department after an employee returns proof of successful completion of the semester/session reimbursement is being requested.
- J. Certifications/licenses required as a condition of continued employment are not subject to the conditions of this policy.
- K. The City of Amarillo reserves the right to modify this policy at anytime. The education assistance program is not an entitlement and continuation of this program is contingent on funding availability. Additionally, tuition assistance may cease at anytime as determined by the City Manager or Department Director.

IV. GED

- A. The City of Amarillo will pay the cost of the GED examination, not to exceed \$150, for eligible employees.
- B. Employees may be granted approved leave to take their examinations with prior supervisory approval. Employees may be granted up to eight (8) hours of excused leave with pay to take their examination. Participants are required to complete the GED Assessment Service at the Downtown Library and must provide proof of completion prior to submitting request to take the GED exam. Employees will be required to provide their supervisor proof of registration for the examination and proof of completion of the examination upon returning to work. Failure to provide required documentation will result in the absence being unexcused without pay and may result in disciplinary action up to, and including, termination.
- C. The City of Amarillo will pay for an eligible employee to take their GED one time. Additionally, an employee must satisfy all testing requirements within a six (6) month time frame in order to receive time off with pay to complete their examinations. If an employee fails to complete all exams in the six (6) month window, the employee may request time off to take an exam but will need to charge the absence to an eligible leave accrual.

V. Vocational Education/Certification

An employee may be eligible to participate in a certification course related to their field of work. A department may pay the full expense of the course in advance of the employee's participation or elect to reimburse the employee upon successful completion of the course.

In order to be eligible for participation, the employee must complete the *Request for Education Assistance Form (Attachment A)* and return it to their supervisor.

- A. If the course is being offered through the City of Amarillo, the employee must return the completed *Request for Education Assistance Form (Attachment A)* by the designated deadline.
- B. Voluntary participation in any course outside of working hours will be at the discretion of the employee and not considered hours worked. An employee wishing to pursue a course during work hours will need to submit their request to their supervisor. Final approval will be made by the Department Director.
- C. Employees must satisfy a one year service requirement commencing the completion date of the course.

Service Requirement

- D. If an employee drops the course or does not receive a “Pass” score, they will be responsible for repayment of the full cost of the course. The employee will have 10 business days to make full repayment. If full repayment is not made within 10 business days, the outstanding amount due will be payroll deducted from the employee’s check. Payroll deductions will automatically commence the first pay period following the ten (10) day repayment period. Repayments made via payroll deduct may not exceed 26 pay periods and biweekly deduction amounts will not be less than 5% of the total outstanding amount owed.

VI. Professional Certification

At the discretion of the Department Director, the cost of professional certifications may be considered eligible reimbursable expenses or may be paid in advance of achieving the certification.

Service Requirement

- A. Employees must satisfy a service requirement commencing the award date of the certification.
 - i. If the certification cost(s) is less than \$1,000, employees must satisfy a one-year service requirement commencing the award date of the certification.
 - ii. If the certification cost(s) is \$1,000, or greater, employees must satisfy a two-year service requirement commencing the award date of the certification.
- B. If an employee fails to achieve the certification, they may be required to repay the City for expenses incurred or retest for the certification. If repayment is required, the employee will have 10 business days to make full repayment. If full repayment is not made within 10 business days, the outstanding amount due will be payroll deducted from the employees check. Payroll deductions will automatically commence the first pay period following the ten (10) day repayment period. Repayments made via payroll deduct may not exceed 26 pay periods and biweekly deduction amounts will not be less than 5% of the total outstanding amount owed.
- C. Employees are responsible for providing documentation upon successful completion of the certification within 30 days of receipt of official certification. Failure to provide required documentation will result in the employee being subject to repayment of expenses incurred by the City as stipulated in Section VI.B.
- D. Certifications/licenses required as a condition of continued employment are not subject to the conditions of this policy.

VII. Tuition Reimbursement

- A. For tuition expenses to be eligible for tuition reimbursement, the college must be a regionally accredited university, college or school. If a question arises related to an institute's accreditation, the Human Resources Department will make a determination of eligibility with department feedback.
- B. Eligible employees may receive tuition reimbursement for eligible tuition expenses incurred related to the attainment of an Associate Degree, Bachelor's Degree and/or Master's Degree. Ineligible expenses are reflected in Section III, F.
- C. The City may reimburse tuition expenses up to a maximum of \$1,200 per employee, per semester/session (\$1,500 per semester/session for master's degree). The maximum annual reimbursement allowed per employee per calendar year is not to exceed \$2,400 (\$3,000 for master's degree).

The Department Director reserves the right to establish reimbursement limits (not to exceed limits specified by this policy) for their department and is not obligated to reimburse the allowable maximum under this policy.

- D. Employees are required to maintain satisfactory grade(s) of "C" or better for undergraduate courses and a "B" or better for graduate courses in order to be eligible for reimbursement.

If an employee drops the course(s) or does not receive a satisfactory grade as defined by this policy, the pre-approved request for reimbursement will not be eligible for reimbursement.

- E. Employees are responsible for providing documentation upon successful completion of courses to their Department Director within 30 days of the completion of the course(s) which reimbursement is requested. Proof of grades, detailed invoice and the completed pre-approved Request for Education Expense Reimbursement Form must be returned to be eligible for reimbursement.

Employees that fail to return all the required documentation by the designated deadline will not be eligible for reimbursement for that semester/session. The pre-approval will be null and void and the employee will not be eligible for reimbursement of that semester/session.

Service Requirement

- F. Employees must satisfy a two-year service requirement commencing the date of reimbursement.

VIII. Exceptions

Department Directors may institute department specific limitations and restrictions as deemed necessary. This includes, but is not limited to, establishing funding limits lower than the amounts established by this policy. In the event a departmental policy conflicts with the requirements of this policy, the City of Amarillo policy will be the governing policy. Education assistance is not an employee entitlement, but a management prerogative to enhance employee performance of official duties. The City Manager reserves the right to modify or override this policy at any time.

Request for Education Assistance Form

Employee Name: _____
Last First

Employee ID #: _____ Hire Date: _____

Department #: _____ Department Name: _____

Position: _____

Initial next to the applicable request:

- _____ GED
- _____ Vocational Education/Certification
- _____ Professional Certification
- _____ Tuition Reimbursement (____ Undergraduate) (____ Graduate)

Only complete this section if requesting assistance with GED or Professional Certification:

Date of exam(s): _____

Amount being requested: _____

Circle one: Reimbursement Request Advancement Request

Only complete this section if requesting Tuition Reimbursement or Vocational Education/Certification:

Institution: _____

Course(s) start date: _____

Course(s) end date: _____

Course Number	Course Title

Amount being requested: _____

Education Assistance Payment Agreement

In consideration for participation in the City of Amarillo’s education assistance program, I agree to continue my employment with the City for the period stipulated by the Tuition Assistance Policy after receiving reimbursement or the City funding education expenses. In the event I drop the course or do not receive a “Pass” score, the funds paid in advance of completion of the course/exam/certification program/certification, I acknowledge I have ten (10) business days to reimburse the City for the full amount of the advancement. If full repayment is not made within ten (10) business days, the outstanding amount due will be automatically payroll deducted from my paycheck. Payroll deductions will automatically commence the first pay period following the ten (10) day repayment period. Repayments made via payroll deduct may not exceed 26 pay periods and biweekly deduction amounts will not be less than 5% of the outstanding amount owed.

CONTINUED ON NEXT PAGE

If my employment terminates prior to satisfying the service requirements stipulated by this policy or I fail to repay the full amount owed by the due date, the remaining balance will be deducted from my terminating pay to the extent allowable by law. If my terminating pay does not cover the remaining balance, I will be required to complete a tuition assistance reimbursement installment agreement and make the necessary payments to the City of Amarillo after separating service. In the event any portion of the indebtedness to the City of Amarillo is collected through judicial proceedings by an attorney, I acknowledge I will be responsible for paying all reasonable attorney's fees and costs for collection which fees and costs will in no event be less than 10% of the amount then owing.

_____	_____
Employee's Signature	Date
_____	_____
Department Director	Date
_____	_____
Human Resources Director	Date
_____	_____
City Manager (or designee) Approval	Date

Return a copy of this executed approval form and copy of the detailed invoice and degree plan to Human Resources after approving the initial request.

Complete this section upon successful completion of the approved coursework.

Grade(s) and detailed invoice Received: (attach copy)

Date grade was turned in for reimbursement: _____

Payment Amount Approved: _____

Payment Request: _____

Employee Signature / Date

Payment Approval: _____

Department Director Signature / Date

Payment Approval: _____

Human Resources Director Signature / Date

Return a copy of the fully executed approval form with a copy of the final grade and detailed invoice (as of completion of coursework) to Human Resources upon completion of coursework.

HUMAN RESOURCES USE ONLY – Initial and date next to each item acknowledging policy compliance.

Complete this section upon receipt of INITIAL request	Complete this section upon receipt of FINAL request
_____ Required signatures attained	_____ Required signatures attained
_____ Submissions made timely	_____ Submissions made timely
_____ Service requirements satisfied	_____ Service requirements satisfied
_____ Degree plan and detailed invoice	_____ Final grade and detailed invoice

City of Amarillo Personnel Policies and Procedures

Policy Title: GPS Tracking

Effective Date: November 18, 2019

Approved by: Jared Miller, City Manager
Mitchell Normand, Human Resources Director

I. PURPOSE

The purpose of this policy is to: (i) establish consistent criteria for the use and maintenance of all non-emergency response vehicles equipped with GPS monitoring devices and operated by Civilian personnel. (ii) assure City owned vehicles are operated in compliance with all applicable laws, ordinances, and City rules and policies.

II. Definitions

Vehicle: Any City owned automotive device not operated on rails. This includes, but is not limited to, passenger cars, pickup trucks, transportation vans, all-terrain vehicles and other motorized devices/equipment used to move passengers or materials in the execution of official City duties.

III. Responsibilities

Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule, and may result in disciplinary action up to and including termination. Appropriate Disciplinary action taken may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

Employee

- a. The assigned driver and/or operator of each vehicle shall be responsible for that designated vehicle and, for compliance with this policy when using such City vehicle.
- b. Report violations of the policy to designated supervisory personnel.
- c. Report all service notifications immediately to the designated authority.

Supervisor

- a. Ensure all employees adhere to the requirements of this policy.
- b. Initiate corrective action when an employee fails to meet expectations or requirements.
- c. Educate all employees on the existence and importance of this policy.

Division Director/Department Head

- a. Ensure consistent and equitable application of this policy.
- b. Hold Supervisors accountable for enforcement of this policy.

IV. Procedures

A. Vehicle Idling

City owned vehicles are prohibited from idling for more than ten (10) consecutive minutes unless allowed for the following conditions:

1. When detained in traffic or being used to block traffic for a prolonged period
2. When necessary for inspecting or servicing vehicle
3. When operating a power take-off device ("PTO") (e.g. operating a lift, crane, pump, or other auxiliary equipment)
4. When the vehicle cannot move due to adverse weather conditions or mechanical failure
5. When queuing or regenerating
6. When necessary to provide air conditioning/heat for abbreviated periods of time to prevent a safety or health emergency
7. For any other reason deemed necessary and pre-approved by the Department Head with Division Director approval

B. Speeding

Driving at speeds in excess of the posted limits is a violation of law.

C. Route Deviation

Employees are prohibited from deviating from their assigned route of service or making unscheduled stops, unless such is prudently required by an obstruction such as construction, a weather-related condition, or at the direction of a police officer. Such a deviation shall be to the minimum extent necessary to navigate around the obstruction. Any greater deviation from the assigned route will require prior approval by the employee's supervisor.

D. Device Tampering

Any attempts to remove, disable and/or alter GPS equipment is prohibited. Tampering includes unplugging, modifying and damaging any GPS equipment or components. Only designated personnel are authorized to service GPS equipment.

E. Unauthorized Use:

City Vehicles shall only be used for conducting City business. Driving a City vehicle outside of City of Amarillo limits is prohibited, unless a supervisor authorizes such for the purposes of performing duties within the course and scope of the employee's regularly assigned work assignment(s) or special work assignment(s).

V. Exceptions

Determination of appropriate Disciplinary action may vary depending on employee disciplinary history and mitigating or aggravating circumstances determined by the final department authority. The City Manager reserves the right to modify or override this policy at any time.



DIRECTIVE

To: All City Department Directors
Cc: Mick McKamie, City Attorney
From: Jared Miller, City Manager

JM

Date: July 12, 2017

Re: **Internal Ethics and Compliance Program**

The City of Amarillo, Texas is required to have a written internal ethics and compliance program that provides certain compliance standards and procedures as specified by 43 Tex. Admin. Code § 10.51. You are hereby directed to implement the attached program within your departments.

Please contact me directly to discuss further.

06/23/17 CMW _____

RESOLUTION NO. 07-11-17- 4

A RESOLUTION OF THE AMARILLO CITY COUNCIL
ADOPTING AN INTERNAL ETHICS AND COMPLIANCE
PROGRAM; PROVIDING SEVERABILITY CLAUSE;
PROVIDING SAVINGS CLAUSE AND EFFECTIVE DATE.

WHEREAS, the City of Amarillo, Texas is required to have a written internal ethics and compliance program that provides certain compliance standards and procedures as specified by 43 Tex. Admin. Code § 10.51; and

WHEREAS, the internal ethics and compliance program attached hereto as Exhibit A satisfies the requirements of 43 Tex. Admin. Code § 10.51;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:

SECTION 1. The internal ethics and compliance program attached hereto as Exhibit A is hereby approved and adopted.

SECTION 2. Should any part of this Resolution conflict with any other resolution, then such other resolution is hereby repealed to the extent of the conflict with this Resolution.


SECTION 3. This Resolution shall be effective on and after its adoption.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this 11th day of July, 2017.



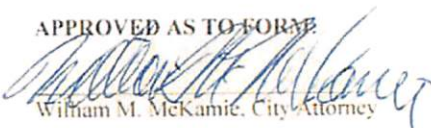
Ginger Nelson, Mayor

ATTEST:



Frances Hibbs, City Secretary

APPROVED AS TO FORM:



William M. McKamie, City Attorney

EXHIBIT A
INTERNAL ETHICS AND COMPLIANCE PROGRAM

The City of Amarillo (the "City") has established this Internal Ethics and Compliance Program (the "Program"). The City Manager, Deputy City Manager, and Assistant City Managers are charged with monitoring compliance within the organization and taking appropriate action in response to compliance-related complaints. These employees, along with the Chief Financial Officer, are responsible for oversight of financial reports and establishing and maintaining an adequate internal control structure with appropriate checks and balances.

The City will take all possible steps to avoid the delegation of substantial discretionary authority to individuals whom the organization knows or should know have previously engaged in illegal activities. The City will perform criminal background checks on all final applicants for the positions of City Manager, Chief Financial Officer, City Attorney, and any positions involving the disbursement of City funds or the handling of cash, checks, or credit cards; negotiable documents and materials; or highly confidential or sensitive information. All applicants admitting a felony conviction on their application materials will also be subject to a criminal background check. Additionally, the City may, at its discretion, perform criminal background checks on applicants for any other position. The City Manager will be responsible for periodically assessing the risk of criminal misconduct within the organization.

The City will take all steps to ensure that compliance standards are effectively communicated to all employees by requiring participation in training and by distributing information that explains the requirements of this Program. A copy of this Program, including any amendments and all related documents, will be included in the City's Employee Handbook. Training will be held during orientation and at least annually thereafter. An employee who violates any provision of this Program is subject to disciplinary action up to and including termination. All employees will perform their official duties in a lawful, professional, and ethical manner; practice responsible stewardship of organizational resources; and report any conduct or activity that they believe to be in violation of this Program. If an employee has a concern about the legitimacy or appropriateness of any employee act, he or she should promptly discuss the matter with his or her manager or with the Human Resources Director. No employee who, in good faith, reports an alleged incident of noncompliance or who participates in an investigation of an alleged incident of noncompliance will be subject to discrimination, reprisal, or retaliation in any form because of having made such a report or participating in such an investigation.

The City Council will participate in periodic training in this Program and in ethical behavior generally.

Through distribution of written materials, electronic communication, or verbal communication, the City will notify all agents of the organization regarding this Program and regarding the City's expectation of ethical behavior and compliance with the law from individuals and companies with which the City does business.

The City will conduct an independent annual external compliance audit and other risk evaluations to monitor compliance and assist in the reduction of identified problem areas.

Record Retention

The City is committed to proper maintenance and retention of records and will comply with the retention schedule for local government records adopted by the Texas State Library and Archives Commission. If the Texas State Library and Archives Commission adopts a new record retention schedule or revises an existing record retention schedule that applies to a record maintained by the City, the City Manager will ensure that the City complies with the new or revised retention schedule.

Fraud

Fraud is broadly defined and may include any type of intentional deception for the purpose of personal or business gain or damage to an individual or organization. Examples of fraud include

lying on an employment application, falsifying records, or providing false receipts for reimbursement from the City. Employees will not knowingly make false or misleading statements, oral or written, in the course of conducting City business. Employees will not disclose confidential or sensitive organizational business information without prior written authorization.

Equal Opportunity Employment

The City is an equal opportunity employer. This means that decisions regarding the hiring, promotion, and compensation of candidates and employees will be made without regard to race, color, religion, national origin, gender (including pregnancy), sexual orientation, age, disability, or any other status protected by law.

Management will make decisions regarding the hiring, promotion, and compensation of a candidate (whether internal or external) and employee solely upon the basis of the individual's work record, performance history, and qualifications for the job for which he or she is being considered.

Sexual Harassment and Sexual Misconduct

All City employees have the right to work in an environment free from any type of unlawful discrimination or harassment based on race, color, religion, national origin, gender (including pregnancy), sexual orientation, age, disability, or any other status protected by law. This includes freedom from sexual harassment in the workplace.

Harassment based on any of the above is considered a form of illegal discrimination. The City will not tolerate any form of harassment in the workplace. An employee who believes there has been an incident of harassment will comply with the Harassment and Discrimination Policy in the Employee Handbook.

Conflicts of Interest

A conflict of interest is a situation in which one's private interest (most often financial in nature) conflicts with or raises a reasonable question of conflict with his or her job-related duties and responsibilities. All employees and other individuals or entities that do business with the City will comply with the conflict of interest requirements in the Employee Handbook.

Local public officials are subject to the conflict of interest provisions in Chapter 171 of the Texas Local Government Code. Chapter 171 establishes the standard for determining when a local official has a conflict of interest that would affect his or her ability to discuss, decide on, or vote on a particular item. Other state and federal laws may be applicable to officials and employees in particular situations.

Personal Use of Organization's Property

Property owned or leased by or provided to the City may only be used for official purposes as authorized by the City Council and the City Manager. Any misuse or unauthorized use of City property, including information system resources, is subject to disciplinary action. Misuse of official property may also result in criminal prosecution.

Gifts and Honoraria

Employees must not solicit or accept gifts, loans, other compensation, unusual favor, or hospitality (other than reasonable tips earned by employees in direct customer service positions) that would influence or even have the *appearance* of influencing them in the performance of their duties.

Under Local Government Code Chapter 176, a local government officer must disclose a vendor's offer of gifts to the officer or the officer's family member worth \$250 or more using the Conflict of Interest Form approved by the Texas Ethics Commission. The form requires disclosure even if the officer refuses the gift. An officer commits a class C misdemeanor if the officer knowingly violates the disclosure requirement.

Effective Date: 04/04/2018

Backing Policy Basics

All employees will be held accountable for complying with the following practices:

- Mandatory 360 degree walk-around process before driving a vehicle/equipment using the high visibility flags as a reminder.
- Parking vehicles in a safe location when not occupied.
- Eliminating clustering of equipment in work zones and positioning equipment to reduce the need for backing as much as possible
- If backing is required due to the work operation, the use of spotters is mandatory if a spotter is available. A high level of awareness and care is to be used for this operation.
- Park away from main entrances and high traffic volume areas at convenience stores and other convenience stop locations.
- Attendance at Defensive Driving Training including preventing backing incidents
- Additionally, the following best practices will be followed:
 - A. Think about departure upon arrival by using “pull through” parking or “back in” first
 - B. Always consider “pull through” parking opportunities
 - C. After scanning the area first, employees may back into parking spaces when traveling alone and without the use of a spotter

Backing Incident Prevention

Backing incidents continue to be a concern within City Operations. This type of incident is taking place in work zones, intersections, City parking lots, service bays, and also in private businesses.

Causes of backing incidents include:

- Objects hiding from the operator’s view within blind spots
- Poor use of side mirrors and spotters
- Poor parking selection in work zones and parking lots

- Inadequate mental preparation for backing. (Multi-tasking, cab distractions, etc...)
- Inadequate information while backing due to lack of a 360 walk around vehicle

Backing incidents can be prevented through simple techniques such as scanning the area before backing. The purpose of scanning while performing a 360 walk-around is to identify hazards, dimensions, and maneuvers needed to successfully back out of the location. The following is a list of additional pointers to keep in mind:

- Find ways to avoid backing. Best defense against backing incidents is to avoid backing
- Move the vehicle slowly, and move your eyes constantly by scanning all sides and using mirrors and backup camera when available.
- Avoid blind backing and use a spotter.
- When in parking lots, park away from the main entrance. This area is typically the most congested area of the parking lot.
- Seek pull thru parking first during your parking spot selection. Avoid pull through parking if the departure route will force the vehicle to go the wrong way on a one-way.
- If no pull through parking is available, after scanning the area, use the “back in first” approach by backing into parking spot. This allows you to drive out during departure as opposed to backing.

City of Amarillo

Minimum Physical Requirements for

Operating Commercial Motor Vehicle Equipment

The purpose of these rules is to provide a general guideline to provide consistent application of physicals to employees whose job requires them to possess a commercial driver's license to complete their assigned duties. This guide does not constitute an employment agreement or a guarantee to continue employment. This guideline is intended to comply with the Employee Handbook rules. In no way will these rules limit or prohibit the City from enforcing all City of Amarillo rules contained in the Employee Handbook.

This policy covers employees who;

- are required by their job description to maintain a Commercial Drivers License (CDL) designated as Class A CDL, Class B CDL or Class C CDL and operate a Commercial Motor Vehicle as defined by the Federal Commercial Motor Vehicle Safety Act of 1986 and as defined by the State of Texas Department of Public Safety.
- any employee that is seeking or being considered for employment, pre-employment, promotion, reclassification or transfer to a driving position requiring a CDL license.

City Equipment is defined as a licensed or unlicensed apparatus, vehicle, or machine which is:

- Owned by, leased, rented, loaned, or donated to the City; and
- Driven, ridden, operated or controlled by a City employee

Commercial vehicle is defined as a vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle: has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or has a gross vehicle rating of 26,001 or more pounds; is designed to transport 16 or more passengers including the driver; or is transporting hazardous materials and is required to be placarded in accordance with 49 C. F. R. Part 172, Subpart F.

It is noted that City of Amarillo employees that operate motor vehicles as defined in the Federal Motor Carrier Safety Regulations (FMCSR), Federal Transit Authority (FTA) and Federal Aviation Administration (FAA) are not subject to the requirements for medical certification. Texas law carves out an exemption for employees of state and local governments while operating a vehicle for a governmental entity. However, the City of Amarillo is adopting these procedures to ensure safety of the drivers and the citizens that share the road.

The City's Designated Physician is defined as a medical provider with which the City of Amarillo contracts, which provides physicals for employees that, drive City vehicles that are required to have a CDL or are in a safety sensitive position as defined by FMCSR, FTA and FAA. City employees are exempt from the DOT's medical requirements, therefore, the City's Designated Physician shall not rely on, or use any part of the Department of Transportation medical requirements in the FMCSR to influence their decision to medically pass or fail a City of Amarillo employee or applicant from driving a motor vehicle. The following guideline shall be used to make that determination.

All City of Amarillo employees covered under this policy shall submit to a physical by the City's Designated Physician every 2 years as defined below except for Transit drivers who shall submit to a physical every 12 months.

If the employee is unable to pass the physical:

1. because of a temporary medical condition, as determined by the City's evaluating physician, then the medical provider will determine if a temporary 30 or 60-day certification can be issued. Temporary certifications are determined only by the City's Designated Physician. This temporary certification is solely for the purpose of allowing the City CDL driver time to coordinate with his or her personal physician to obtain treatment necessary to treat the temporary condition. If after 120 days of temporary certification the employee is not able to pass the physical, a fit-for-duty evaluation will then be obtained and be evaluated if the condition can be designated as permanent.
2. because of a permanent medical condition, then the employee will be evaluated for a fit-for-duty examination.

If the employee is unable to pass the physical and obtain a medical certification card by the city's Designated Physician for any reason, employee will not be allowed to drive a City vehicle.

A person is physically qualified to drive a motor vehicle if that person:

1. Is an applicant and must not have tested positive for drugs or alcohol with the City or a prior employer within the last 12 months. If there has been a positive drug or alcohol test within the last 12 months, the applicant must supply an acceptable evidence of completion of substance abuse program;
2. Has not lost the use of a foot, a leg, a hand or an arm;
3. Has no impairment of a hand or finger which interferes with prehension or power grasping; or an arm, foot or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle;
4. The employee must be able to complete the Essential Job Functions for the applicable position. A copy of the Essential Job Functions will be supplied by the City of Amarillo for the applicable job.
5. Has no established medical history or clinical diagnoses of uncontrolled diabetes mellitus. If the patient has diabetes mellitus, current medical records are required to document it is under control.
6. Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive heart failure. If the person has a history of such condition, current medical records establishing that the person has had successful treatment and control will be accepted;
7. Has no current clinical diagnosis of uncontrolled high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely;
8. Has no established medical history or clinical diagnosis of epilepsy, narcolepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle. If the person has a history of such condition, current medical records establishing that the person has had successful treatment and control will be accepted;
9. Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber;
10. First perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951;
11. Does not use a controlled substance that is identified in 21 CFR 1308.11 Schedule 1, an amphetamine, a narcotic or any other habit-forming drug. A driver may use a legally prescribed substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who is familiar with the driver's medical history and has reviewed and considered the Essential Job Functions related to their job at the City and has advised the

driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

12. Does not regularly take over-the-counter or prescription drugs that will interfere with the safe operation of a commercial motor vehicle.

A. Driving Review Board (DRB)

1. The DRB shall consist of the following positions:
 - i. Risk Management Director (Chairperson; non-voting)
 - ii. Director of Utilities
 - iii. Public Works Director
 - iv. Transit Director
 - v. Fleet Superintendent
 - vi. Fire Chief
 - vii. Police Chief
 - viii. Member at Large
2. Each voting member may designate an alternate to serve in their place with prior approval by the City Manager. The alternate should be at an appropriate management level to serve on the board.

B. General Guidelines

1. The DRB shall meet monthly, or more frequently as determined by the Risk Manager, to review all vehicle and equipment incident reports for City owned vehicles and equipment, referred to hereafter as “vehicles”.
2. The DRB shall review and recommend action for all, city owned and leased, vehicle and equipment incidents involving damage to city vehicle, damage to citizen property, bodily injury, or death.
3. Employees may appear before the DRB when their incident is reviewed for the purposes of presenting information, evidence, and/or witnesses for the DRB’s consideration.
4. Employees involved in a potential Class 3 or 4 rated incident or have received Notices of Violation for the Traffic Signal Safety Program, will be notified by Risk Management, and are required to attend the DRB.
5. All results of department level investigations will be forwarded to the Risk Management Office for analysis and review no later than 24 hours after the incident. The Risk Manager will compile and format information for the DRB.
Note: If a defective product or device failure is suspected as a contributing cause to the incident, injury, or damages, then the vehicle shall be secured and placed off-limits to all personnel, and Legal Department immediately notified to come to

the scene. There shall be no examination or testing of the vehicle or device by any City personnel (because that spoils the evidence as it existed at the time of the incident).

6. Risk Management will provide Department Directors the DRB's dispositions and/or recommendations. A memorandum, detailing incident background, board results, and action required, shall be provided to the affected driver and department head following each DRB meeting.
7. An employee who is the subject of review has the right to seek reconsideration of the decision of the DRB, by submitting a written request for such. The request must explain the alleged error by the DRB and describe any evidence supporting such allegation. The request must be in the Risk Manager's office no later than 4:30 pm Central Time on the third day after the DRB memo is given to the employee. After reconsidering the matter, the DRB shall immediately issue a memo through the Risk Manager stating that it either affirms, reverses, or modifies its prior findings, decision, or recommendations in that matter. If the employee then desires to appeal this final decision of the DRB, then the employee must provide a written appeal to the Risk Manager and Assistant City Manager over risk management. That writing must be delivered no later than 4:30 p.m. Central Time on the third day after the employee receives the DRB memo stating the final decision. This writing must state each alleged error, reason, law or rule in support of the employee's position, and clearly explain why the DRB is alleged to be wrong. If a due date mentioned in this section falls on a weekend or holiday, then it shall automatically be extended to the next regular business day for the Risk Management Office. An employee shall not file a grievance regarding any decision of the DRB or any appeal authority. Such decisions are not grievable. This policy states the sole and exclusive procedure for all proceedings arising out of proceeding conducted under this DRB policy.
8. If more than one employee is held responsible for an incident, the DRB shall determine the proper corrective action for each employee and will consider acting against each appropriately.
9. A copy of any recommended disciplinary actions will be forwarded to the Department of Human Resources and the Department.
10. Disciplinary actions shall be administered in accordance with City Personnel Rules for Disciplinary Suspensions, Terminations, and Demotions. If the affected employee has given timely notice of request for rehearing of the decision of the DRB, then no discipline shall be issued until all such proceedings are disposed of. If the employee desires to appeal any discipline issued in the matter, then that shall be in accordance with City Personnel Rules for Disciplinary Appeals.
11. .
12. The DRB will use Robert's Rules of Order to conduct the review meetings. The

DRB will act on each agenda item by majority rule. The following are options the DRB may take:

- i. Non-preventable
- ii. Preventable
- iii. Tabled
 1. When tabling an agenda item, the board should provide information to Risk Management about what information and which employees they need to hear from.
- iv. No action
 1. If the board chooses this option, the board must provide a reason such as, not enough information, not an incident that should be reviewed, etc.

C. The following shall be used to guide board members when reviewing incidents for preventability:

1. Non-Preventable:
 - i. Non-preventable accidents are those that could not have been avoided or prevented through actions taken by the vehicle operator. To be considered non-preventable, the following elements must be present:
 1. All City/Department policies and guidelines were followed.
 2. City vehicle was legally parked, parked per City policy, and not in motion.
 3. No actions taken by the vehicle operator would have prevented the incident from occurring.
 4. The operator was unable to take action that would have prevented the incident from occurring.
2. Preventable:
 - i. The determination of “preventable” is not equivalent to determining fault. The DRB and their determinations do not indicate an admission of fault or guilt for the City of Amarillo. The determination of “preventable” is an attempt to improve the safety of City of Amarillo employees and citizens. Preventability will be used to develop and implement corrective actions that will reduce the number and severity of incidents City of Amarillo vehicles are involved in.

D. Points System

1. Points will be assessed based on the date of review, not the date of the incident. Preventable incidents will be categorized, and points assessed as the following:
2. Class 1: 1 point
 - i. City and Department polices were followed, and
 - ii. No violation of laws occurred, and
 - iii. No injuries occurred, and
 - iv. The vehicle was traveling in a forward motion, and
 - v. Resulting damage is cosmetic or minor in nature and does not exceed \$2000
3. Class 2: 2-3 points
 - i. Minor violation of City and Department polices, and
 - ii. No violation of laws occurred, and
 - iii. No injuries occurred—on scene first-aid excluded, and
 - iv. Resulting damage is more than cosmetic but less than severe
4. Class 3: 4-7 points
 - i. Major violation of City and Department polices, and/or
 - ii. Violation of laws occurred or likely occurred (citation not required), or
 - iii. Incident resulted in injuries requiring medical treatment (on scene first-aid excluded), or
 - iv. Resulting damage is moderate to severe, or
 - v. Operator received a Traffic Signal Safety Program, Notice of Violation for a City vehicle they were operating (Red Light Camera Fine).
5. Class 4: 8-10 points
 - i. City or Department polices were not followed, or
 - ii. Violation of laws occurred or likely occurred (citation not required), or
 - iii. Incident resulted in severe or fatal injuries, or
 - iv. Resulting damage is severe to catastrophic, or
 - v. Operator fails or refuses post-accident drug/alcohol testing in accordance with City Policy 800.
6. Additional Points: The board shall assess the following additional points to each

class of preventable incident.

i. 36 Month History:

1. 1-3 points— 1 additional point
2. 4-6 points— 2 additional points
3. 7-10 points—3 additional points
4. 11-18 points—4 additional points

E. Maximum Driving Points:

1. When an employee receives 10 driving points in a 12-month period or 18 points in a 36-month period, that employee will be suspended from all driving privileges (vehicles and equipment) with the City of Amarillo. The loss of driving privileges may result in termination of employment.

F. Recommended Actions:

1. Class 1: 1 point

- i. This is a minor incident and can be dealt with using coaching and training. Verbal counseling coupled with training such as defensive driving should be effective. A review of internal department processes and procedures should be completed to ensure that employees are being properly trained and equipped.

2. Class 2: 2-3 points

- i. This is a minor incident but more severe than a Class 1. The employee may have had prior collisions that pushed their minor incident up a level, or the damage may have been more severe than a class 1. If this is the employee's first incident, verbal counseling with the employee is recommended. If the employee has a history of collisions prior to the current one, progressive discipline is recommended along with mandatory defensive driving class. A review of internal department processes and procedures should be completed to ensure that employees are being properly trained and equipped.

3. Class 3: 4-7 points

- i. This is a serious incident that involved a violation of City policy, a likely violation of law, and resulted in serious to major damage. If this is the employee's first incident, a written reprimand is recommended. If the

employee has a history of collisions prior to the current one, progressive discipline, up to and including termination, is recommended. A review of internal department processes and procedures should be completed to ensure that employees are being properly trained and equipped.

4. Class 4: 8-10 points

- i. This is a major incident that involved a violation of City policy, a likely violation of law, and resulted in critical injuries and catastrophic damage. Class 4 incidents should be handled with a minimum of three days suspension and may result in immediate termination. A review of internal department processes and procedures should be completed to ensure that employees are being properly trained and equipped.

This policy may be amended by the Risk Manager, Human Resources Director and/or City Manager at any time to promote efficiency and fairness to the process or for management preference. However, any change to this policy shall apply only to DRB cases filed after the date of the policy change, unless such change specifically states that it is to apply to pending cases and that such will causes no prejudice to the rights or interests of the pending party(ies).



City of Amarillo Email Signature Policy

Purpose:

The Email Signature Policy aims to standardize and maintain professionalism in all email communications within the organization. This policy ensures consistency, clarity, and brand integrity across all staff members' email signatures. For questions about this policy, please contact publiccommunications@amarillo.gov.

Policy Statement:

All COA Employees are required to adhere to the following guidelines when creating their email signatures:

1. Format:

- Include your full name, job title, department, and contact information.
- Optionally, include links to professional profiles.
- Approved Optional Logos include City of Amarillo, Amarillo Fire Dept., Amarillo Parks & Recreation, Amarillo Police Dept., Amarillo Public Health Dept., and Amarillo Public Library, City Marshals, Office of Emergency Management and Transit. *(See available signature templates in the pages below.)*

2. Font and Size:

- Use a professional and legible font such as Arial, Calibri, or Times New Roman.
- The font size should be 12pt apart from "Employee Name," which should be formatted using a bold 14 pt. font.

3. Design:

- Keep the design clean and simple. Use of excessive colors, images, quotes, or animations is prohibited.
- Please include the following Disclaimer at the bottom of your email signature:
 - **NOTICE:** *This email may contain confidential information for the intended recipient only. Unauthorized use, disclosure, or distribution is prohibited. If received in error, please notify sender and delete.*
 - Suggested Font Size: 10 pts.

4. Compliance:

- This email signature policy is mandatory for all internal and external communications.
- Ensure default signature is set for both "New Messages" and "Replies/Forwards."

Employee Name

Job Title

Department Name

cityemailaddress@amarillo.gov

806-378-XXXX






NOTICE: *This email may contain confidential information for the intended recipient only. Unauthorized use, disclosure, or distribution is prohibited. If received in error, please notify sender and delete.*

Approved Templates and Instructions Available on the Following Page(s)




This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



Standard City of Amarillo Options:

<p>Example One: Your Name Job Title COA Department Name yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two: Your Name Job Title COA Department Name yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Amarillo Fire Department Options:

<p>Example One: Your Name Job Title Amarillo Fire Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two: Your Name Job Title Amarillo Fire Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Amarillo Parks & Recreation Options:

Example One:

Your Name

Job Title
Amarillo Parks & Recreation
yourcityemail@amarillo.gov
806-378-XXXX



Example Two:

Your Name

Job Title
Amarillo Parks & Recreation
yourcityemail@amarillo.gov
806-378-XXXX



Amarillo Police Dept. Options

Example One:

Your Name

Job Title
Amarillo Police Department
yourcityemail@amarillo.gov
806-378-XXXX



Example Two:

Your Name




Job Title
Amarillo Police Department
yourcityemail@amarillo.gov
806-378-XXXX





This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



Amarillo Public Health Dept. Options:

<p>Example One:</p> <p>Your Name Job Title Amarillo Public Health yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>Public Health Prevent. Promote. Protect.</p> <hr/> <p>Amarillo</p> 	<p>Example Two:</p> <p>Your Name Job Title Amarillo Public Health yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>Public Health Prevent. Promote. Protect.</p> <hr/> <p>Amarillo</p>
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Amarillo Public Library Options:

<p>Example One:</p> <p>Your Name Job Title Amarillo Public Library yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>AMARILLO PUBLIC LIBRARY</p> 	<p>Example Two:</p> <p>Your Name Job Title Amarillo Public Library yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>AMARILLO PUBLIC LIBRARY</p>
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This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



City Marshal Options:

<p><u>Example One:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p><u>Example Two:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Office of Emergency Management Options:

<p><u>Example One:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p><u>Example Two:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



Transit

<p>Example One:</p> <p>Your Name Job Title Amarillo City Transit yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two:</p> <p>Your Name Job Title Amarillo City Transit yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Please see instructions below detailing how to update your email signature in Outlook.

Before you begin: This guide covers multiple versions of Outlook. Please follow the instructions that match your version and operating system.

For Windows (Outlook 2013, 2016, 2019, and Microsoft 365):

1. Open Outlook
2. Click "File" in the top-left corner
3. Select "Options" near the bottom of the left sidebar
4. In the new window, click "Mail" on the left
5. Scroll down and click the "Signatures" button
6. Click "New" to create a signature
7. Name your signature and click "OK"
8. Paste the provided template into the edit box
9. Customize the template with your information
10. Click "Save"
11. Set as default for new messages and/or replies/forwards
12. Click "OK" to finish

For Mac:

1. Open Outlook
2. Click "Outlook" in the top menu bar
3. Select "Preferences"
4. Click "Signatures"
5. Click the "+" button to add a new signature
6. Name your signature

This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



7. Paste the template into the right pane and edit
8. Close the window to save

For Outlook.com (Web version):

1. Click the gear icon (Settings) in the top-right corner
2. Type "signature" in the settings search bar
3. Click "Email signature"
4. Paste the template into the provided box and edit
5. Save changes

Tips for all versions:

- Always test your new signature by sending a test email to yourself
- If you make a mistake, you can return to these settings and edit your signature
- To update your default font in Outlook, click "Outlook" > "Settings" > "Fonts"
 - Choose a font (Arial, Calibri, or Times New Roman for new mail and reply email)
 - Confirm the font size is set at 11 or 12 pt.
- To update a hyperlink (on logo or LinkedIn button) to a department webpage or LinkedIn profile, left click the image button > scroll to "Hyperlink" > add URL link > click "Save" or "Okay"

Template Instructions:

1. Copy the template provided to you
2. Paste it into the signature edit box in your version of Outlook
3. Replace all placeholder text with your information
4. Adjust formatting as needed using the available tools
5. Set default signature for both New Messages and Replies/Forwards

Remember: Do not share sensitive information in your email signature that you wouldn't want publicly available.

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100 Merit System

101.1

Consistent with Article VI of the Amarillo City Charter, Article II of the Amarillo City Code of Ordinances and all applicable Federal and State Laws, the City of Amarillo has adopted merit system employment policies and procedures that apply to all classified employees of the City. The merit system shall provide for the recruitment, selection and promotion of all classified position vacancies on the basis of job-related ability, knowledge and skills. Advancement within the classified service shall be based on demonstrated ability and quality of performance.

101.2

All persons applying for employment and all City employees shall receive fair and equitable treatment in all aspects of human resource management without regard to race, religion, national origin, gender, age, disability or political affiliation.

101.3

Employees shall be retained on the basis of their job performance. Inadequate job performance shall be brought to the attention of the employee with notice of the need to correct the deficiency. If the employee fails to improve performance after appropriate notice, the employee may be terminated.

101.4

No officer or employee in the classified service of the City shall continue in such position upon becoming a candidate to any public office except as may be allowed by applicable State and Federal law. Employees while in uniform or on duty may not engage in political activity for an elective office.

101.5

An employee may be subject to disciplinary action or discharge for any cause specified in the Human Resource Policies and Procedures, City directives or special orders, division or department rules, Civil Service Commission Rules and Regulations, or applicable Federal and State laws. The Department Head or Division Director taking disciplinary action shall prepare a written statement of the action taken and the grounds for the action. All procedures for employee disciplinary action and appeals of disciplinary action are specifically set forth in the Civil Service Commission Rules and Regulations.

101.6

The Director of Human Resources shall prepare the Human Resource Policies and Procedures. When approved by the City Manager, the Human Resource Policies and Procedures shall provide rules, practices and policies necessary for the effective administration of the City's merit system.