



# **Employee Handbook**

08/16/2023

**TABLE OF CONTENTS**

**GENERAL INFORMATION..... 5**

- Application of Policies ..... 5
- At-Will Employment ..... 5
- Civil Service ..... 5

**CITY OF GRAND PRAIRIE GOVERNMENT ..... 6**

**EMPLOYMENT ..... 7**

- American With Disabilities Act ..... 7
- Diversity in the Workplace..... 7
- Employment of Relatives ..... 9
- Personnel Records and Inquiries..... 9
- Searches..... 9
- Introductory Period..... 9
- Separations ..... 10
- Automatic Termination Policy..... 10

**WORKING CONDITIONS AND EMPLOYEE CONDUCT..... 11**

- Regular Work Hours..... 11
- Adjustment to Work Hours ..... 11
- Rest Periods ..... 11
- Attendance and Punctuality ..... 12
- Nicotine and Tobacco Use..... 12
- Your Supervisor ..... 12
- Open Carry..... 12
- Personal Conduct..... 13
- Political Activity ..... 13
- Secondary Employment..... 13
- Substance Abuse ..... 14

Electronic Communications/Social Media .....	14
Operator/Driving History – Reporting Requirement .....	15
Cell Phones in the Workplace .....	15
Dress Code .....	16
Compensation During Inclement Weather .....	16
<b>COMPENSATION .....</b>	<b>17</b>
Compensation.....	17
Payday .....	17
Longevity Pay.....	17
Stability Pay.....	17
Promotions/Transfers.....	18
Overtime/Comp Time .....	18
Emergency Call Back.....	18
<b>BENEFITS.....</b>	<b>19</b>
Confidentiality of Medical Information .....	19
Medical Insurance .....	19
Retiree Benefits .....	19
Life Insurance.....	19
Health Care and Dependent Care Accounts.....	20
Deferred Compensation.....	20
Social Security .....	20
PARS .....	20
Texas Municipal Retirement System (TMRS).....	20
Workers’ Compensation (Job Injury) .....	21
Employee Assistance Program.....	21
Benefit Changes.....	21
Employee Welfare Fund .....	21
Tuition Reimbursement.....	21

Wellness Program.....	22
Group Health Continuation Coverage (COBRA).....	22
<b>LEAVE POLICIES .....</b>	<b>22</b>
Jury Duty .....	22
Vacation Leave.....	23
Sick Leave .....	23
Holidays.....	23
Family and Medical Leave Act (FMLA) .....	23
Bereavement and Special Leave .....	25
<b>EMPLOYEE RELATIONS.....</b>	<b>26</b>
Harassment/Discrimination .....	26
Grievance Procedure.....	26
Employee Recognition.....	26
Violence in the Workplace.....	26
<b>EMPLOYEE ACKNOWLEDGEMENT FORM .....</b>	<b>27</b>

## **GENERAL INFORMATION**

This handbook summarizes the City of Grand Prairie's philosophy and guidelines regarding Human Resources Policies and Procedures. It does not contain the actual Policy and is not intended to cover every policy or situation. If employees have additional questions about a particular policy or procedure, they should ask management or the Human Resources Department. Copies of the official HR Policies and Procedures are maintained electronically on the City's intranet site: Raving Fans/Human Resources/HR Policies.

If there is a conflict between information in this handbook and the official Human Resources Policy, the official Human Resources Policy will take precedence. If there is a conflict between anything in this handbook and the City Charter, state or federal law, the City Charter, state, or federal law will take precedence.

### **APPLICATION AND AMENDMENT OF POLICIES**

All employees must become familiar with and abide by these policies. The City reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of these policies, or procedures or benefits discussed herein. The City also reserves the right to make final decisions as to the interpretation and intent of all information contained in the Employee Handbook and the Human Resources Policies administered by the City. The terms, conditions, and provisions defined in this handbook do not constitute an employment contract and are subject to change or modification at any time.

General and final authority for administration rests with the City Manager, with the exception of matters reserved to the City Council by state law or the City Charter. Authority may be delegated to appropriate staff members to act in the City Manager's behalf in the administration of this handbook and the related or detailed Human Resources Policies and Procedures; however, the final authority on personnel decisions shall be reserved to the City Manager. Operational changes to any policy will require approval by the City Manager and will be published for employee access via the intranet following approval. Only the Human Resources Director, or designee, is authorized to modify this handbook via authority granted by the City Manager.

### **AT-WILL EMPLOYMENT**

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council, for employees covered by Chapter 143 of the Texas Local Government Code or by a collective bargaining agreement. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

### **CIVIL SERVICE**

Public safety personnel (commissioned fire fighters and police officers) work under the State Civil Service Laws, Chapter 143 of the Texas Local Government Code and the City's Police and Fire Local Rules. Questions concerning civil service may be referred to the Human Resources Department. Employees covered by civil service will be covered by pay and disciplinary procedures provided in Chapter 143 and/or local rules, to the extent civil service is different from these rules, policies, and procedures.

## **CITY OF GRAND PRAIRIE GOVERNMENT**

The City of Grand Prairie was incorporated April 9, 1909. It operated under the General Laws of Texas as a General Law City until May 1, 1948. The voters, at that time, approved a charter which made Grand Prairie a Home Rule City. From the date of incorporation in 1909 until April 1955, the City had a Mayor Council form of government, with the Mayor as Chief Administrative Officer.

In April 1955, the City adopted the Council-Manager form of government. The Mayor serves as a member of the council, the legislative body of the City and presides at all council meetings. The City Manager is a professional administrator, who is hired by the council to direct the activities of the City. His responsibility is to implement programs authorized by council.

The City Council is made up of the Mayor and eight council members, each elected for a two-year term. Two members represent the City as a whole and are elected for "at large" positions. The remaining six council members each represent the district they live in. Council terms are staggered with four council members and the Mayor being elected one year and the remaining four council members elected the next year. Elections are held the first Saturday in May each year.

Home Rule is a grant of authority by the state. Therefore, Grand Prairie must conform to and work within the framework of the State constitution, State legislation and local laws. The organization of the City within these legal structures affects your employment. We hope that you will learn more about your City government as time permits.

## **EMPLOYMENT**

### **Americans with Disabilities Act**

To ensure compliance with the Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

The City will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written application on a form provided by Human Resources.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaint as outlined in the City's Harassment and Discrimination Policy – E8.

### **Equal Employment Opportunity**

The City of Grand Prairie provides equal employment opportunities (EEO), without discrimination or harassment, to all employees and applicants for employment without regard to race, color, religion, gender (to include gender identity and transgender), sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Any concern regarding any equal opportunity matter should be referred to the City's Human Resources Department.

### **Diversity in the Workplace**

The City of Grand Prairie is committed to creating a working environment that values and respects the differences in each of our employees to contribute to the City's overall mission to create Raving Fans. We recognize that diversity and inclusion enhance and strengthens the City. Our goal is to ensure that the workplace is free from unlawful discrimination and harassment in any form, and that our actions demonstrate professionalism and respect. We expect our employees to maintain the highest standards of ethical behavior, conduct and performance to contribute toward our vision of being a World-Class Organization. We believe that the unique skills, abilities, background, and perspectives each employee brings to the City through a shared vision can make an impact to those we serve and positively contribute to our City's success.





## **Employment of Relatives**

Relatives of employees may work at the City as long as there are no current conflicts of interest and as long as they do not work under the direct supervision of the other now or in the future. Relatives of the Mayor, Council, City Manager or Deputy City Manager may not be employed in any capacity. Limitations exist for family members of the Executive Staff.

## **Personnel Records and Inquiries**

Any inquiries concerning employees, past or current, should be directed to the Human Resources Department. Personnel records are confidential and the contents, such as verification of employment for job references or mortgages, may not be disclosed without your written authorization unless the information requested is public information under the Texas Open Records Act. Consistent with the Americans with Disabilities Act (ADA), medical records and personnel files will be kept confidential to the extent allowed by law. You may look at your personnel file at any time. You may not review anyone else's file unless you have supervisory responsibility over that employee, or you are interviewing that employee for a position in your area.

## **Searches**

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, offices, computer and electronic files, whether secured, unsecured or secured by a lock provided by the employee. If reasonable suspicion exists, the City may also conduct unannounced searches or inspections of the employee's personal property located on City premises, including vehicles parked on City parking lots. **NOTE:** The City's authority to conduct unannounced searches is not limited to situations involving reasonable suspicion of possession and/or use of drugs/alcohol.

All searches must be authorized and conducted under the direction of the Human Resources Director. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination.

## **Introductory Period**

All non-sworn full-time and part-time employees, other than Police Communications personnel and City Marshals, shall serve an initial introductory period of six (6) months from the date of employment. Entry level Police Communication Specialists and City Marshals shall serve a one-year introductory period. Police Communication Specialists follow a skill-based pay plan with expected competencies at each level that are to be passed during this introductory period.

Police Officers and Fire Fighters (Civil Service) who are hired into their respective departments serve a 1-year introductory period in accordance with Chapter 143 of the Texas Local Government Code. This introductory period is extended to 18-months if they are required to attend a basic training academy for initial certification by the Texas Commission on Fire Protection or TCOLE (Texas Commission on Law Enforcement).

The introductory period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. Each newly hired employee is responsible for knowing, understanding, and meeting the expectations and standards for his/her position. Your conduct, attendance, and attitude toward your job and your fellow employees will be closely monitored. Continued employment depends on you successfully completing this introductory period. Introductory employees, either sworn (Chapter 143) or regular full or part time, are at-will

employees and may be terminated at any time during the introductory period, with or without notice or cause. There is no right of appeal, nor are they entitled to progressive levels of discipline during this introductory period.

## **Separations**

**Resignation** An employee who intends to resign is requested to provide written notice to the supervisor at least 2 weeks prior to the last day of work. The supervisor is responsible for immediately notifying Human Resources.

**Retirement** An employee who intends to retire is requested to notify his/her supervisor, in writing, at least 30 days or more prior to the date of retirement. This timeframe ensures that all required retirement paperwork is submitted, received, and processed by TMRS and the City to ensure a smooth transition into retirement. Employees who retire through TMRS upon separation from City employment may elect to continue health benefits coverage if under the age of 65 and otherwise eligible under City guidelines. Eligibility guidelines, rules, and rates are available through the City's intranet and may be added or changed at any time as deemed necessary by the City. Coverage is available up to the age of 65 on the City's medical plan. Upon age 65, the employee must move to Medicare. To carry dependents into retirement on the city's medical, dental or vision plans, the dependent must have been covered under the city's policy for at least two years prior to the date of retirement.

**Dismissal/Termination** The City may terminate an employee as a result of unsatisfactory performance or conduct in violation of City or departmental policies or state, local or federal law.

**Job Abandonment** Employees who fail to report to work or to contact his/her supervisor for 3 consecutive business days/shifts shall be considered to have voluntarily resigned effective the end of his/her normal shift on the third day; with or without a written resignation.

**Reductions-in-Force/Reorganization** An employee may be separated from City service when it is deemed necessary by reason of shortage of funds or work, the abolition of the position, or other material change in the duties of the organization, or for other reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

**Death** If a City employee dies, his/her designated beneficiary for that benefit will be paid all earned pay and payable benefits.

## **Automatic Termination Policy**

Under no circumstances, except for exceptions allowed under Civil Service state and local rules, may an employee be absent from the workplace more than one year. If an employee is unable, fails, or has not returned to work from an authorized leave of absence, for whatever reason, at the end of one year from the first day the leave began, his/her employment will automatically terminate. An employee will be considered unable to return to work if he/she cannot perform the essential functions of the job, with or without reasonable accommodation.

# WORKING CONDITIONS AND EMPLOYEE CONDUCT

## Regular Work Hours

Most employees in the City typically work 40 hours in a seven-day workweek, equal to 2080 hours per year. Exempt employees may be required to work in excess of 40 hours in certain weeks as needed to accomplish the expectations of the position. Normal working hours are 8:00 a.m. – 5:00 p.m. Monday through Friday, although employees in some departments may have different work hours or days worked as approved by the department/division. Fire and Police personnel have different shifts and hours as designated within their respective departments for coverage of public safety operations in our community and in accordance with work periods designated through the Federal Labor Standards Act (FLSA). Your supervisor will explain your particular workweek. In times of disaster or emergency, working hours shall be determined by the City Manager.

## Alternate Work Hours and Flexing Time

In order to assure the continuity of City services, it may be necessary for supervisors to establish other operating hours for their departments. All departments/divisions have the option to select flextime, alternate work schedules and break periods based on their staffing requirements, if such selection will not seriously diminish service to the public or support to other City departments. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgement that changing shifts or work schedules may be required and includes that he/she will be available to do such work. Some departments offer the option of the Flextime program. Your supervisor can explain your choices under this program if your department has authorized participation.

**Flex-Time:** Departments, at the sole discretion of management, may allow an hourly, non-exempt employ to “flex time” on a temporary and hour-for-hour basis, due to an absence, training, or other reasonable need. The flex time must occur *in the same workweek* in which the absence occurred, in order to reduce overtime and/or to save leave time. Flex time may not be “accrued” or allowed outside of the workweek in which it occurred. Flexing is not mandated, nor guaranteed, and varies by department or division.

## Rest Periods

**Rest Breaks:** If authorized by an employee's immediate supervisor, employees may be allowed two 15-minute rest periods during the day. Such rest periods shall be considered a privilege-not a right-and shall never interfere with proper performance of the work responsibilities and work schedules of each department. Rest periods may not be taken at the start or the end of an employee's workday and cannot be used to extend lunch breaks. Rest periods may not be used to facilitate late arrival or early departure from work. Civil service employees (sworn Police and Fire) do not have designated rest breaks.

**Nursing Mother's:** Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by supervisor. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up. A private area will be provided for nursing mothers to use. If a private area is not available in the worksite, the department should work with the employee to immediately identify the most private area that could be accommodated and set up for use as such in a reasonable manner.

## **Attendance and Punctuality**

The City provides public service to our community, business partners, and one another. We are in the public eye and paid with tax-payer dollars. As a public servant, the city expects employees to provide regular, reliable, in-person service to our customers. Any exceptions to this, such as telecommuting on a temporary basis, remain the discretion of the Director and/or Deputy City Manager as needed for business operations and consistent with city practices. Many essential positions may not allow flexibility in such things as telecommuting if the position is essential and requires staff to be at work due to equipment, service demands, operational requirements, or community needs.

## **Nicotine and Tobacco Use**

The use of nicotine products is prohibited on all city owned or operated facilities, grounds, vehicles, motorized equipment and work sites for employees, contractors, volunteers, and temporary employees. City owned or operated facilities and grounds includes all buildings, parking lots, grounds, and work sites, including areas such as walkways between buildings, sidewalks, etc. attached or surrounding the city facilities and buildings. The term “city vehicles and motorized equipment” includes all city owned automobiles and/or motorcycles, and any mobile equipment such as backhoes, tractors, dump trucks, riding lawnmowers, etc.

The term “nicotine product” includes the use of any product made or derived from tobacco, or which includes any form or perceived form of nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco (dip/chew), and any electronic nicotine delivery devices such as electronic cigarettes and vapor cigarettes.

The city owns some venues for recreational use such as the Uptown Theatre, Quick Trip Park, etc. that is utilized by the public. Employees who may be asked to work routinely or on occasion at those sites remain under obligations of this policy while performing work duties as employees of the city. Variances to this policy for specific city owned or operated recreational venues, as far as the public use is concerned, may be allowed as sure as it is compliant with city ordinance.

Managers of their respective departments/divisions are responsible for seeing that employees in their areas comply with this policy. Employees who are in violation of this policy may have disciplinary action taken against them, up to and including termination. Employee’s with questions, concerns and/or complaints about the use of nicotine/tobacco products should work through their chain of command and then through Human Resources, if necessary.

## **Your Supervisor**

Your supervisor monitors and evaluates your work to ensure expectations are met. It is your responsibility to follow directions and report exceptions to your supervisor. Any problems or questions should first be addressed to your immediate supervisor. It is highly recommended that all communication go to and through your supervisor. In the event that your supervisor is unwilling or unable to assist you, you should communicate through your chain of command.

## **Open Carry**

*City employees* may ***not*** 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. The employee may keep the handgun in their personal vehicle, NOT a city vehicle, in a city parking lot

and/or space so long as their vehicle is locked. Only **licensed peace officers** may question a person or customer who is openly carrying as to whether they hold the proper license.

### **Personal Conduct**

The City expects all employees to conduct themselves with the utmost respect and courtesy to the public and other employees. Certain types of behavior will not be tolerated. Any employee indulging in any other behavior deemed inappropriate will be subject to disciplinary action up to and including termination. The following list is not meant to be all inclusive, but provides some examples of those types of behavior:

- Unbecoming or immoral conduct prejudicial to good order, on and off the job, that reflects poorly upon or discredits the City, employee, or department or which disrupts business operations.
- Misuse of City funds, property, or equipment
- Dishonesty/theft
- Falsifying/omitting information
- Acts of harassment or discrimination
- Damage or destruction of public or private property
- Acts that endanger others and/or property
- Possession of unauthorized firearms or lethal weapons on the job
- Fighting
- Insubordination
- Possession, sale, distribution, consumption, or being under the influence of drugs or alcohol
- Giving or accepting gifts in exchange for job related actions
- Dissemination of confidential information
- Violation of City or departmental regulations
- Gambling during City work hours or during City sponsored events
- Lying during an investigation
- Unethical activity described in the City's Standards of Conduct for Officers and Employees

### **Arrests and/or Convictions**

Employees who have been arrested and/or convicted of any offense must notify their supervisor and Human Resources Director or designee, as soon as possible, but no later than 24 hours after the arrest and/or conviction. This allows the chain of command to consider business impact of the arrest upon the city, department and/or employee. Failure to report timely may result in disciplinary action up to and including termination.

### **Political Activity**

Employees' work time and positions should not be used for political activity. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. City employees may not publicly endorse or campaign in any manner for any person seeking a City public office; use his/her position or office to coerce political support from employees or citizens, or use his/her official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office. If questions exist about political activity, you are encouraged to ask Human Resources or the City Attorney's office prior to such participation.

### **Secondary Employment**

An employee's full-time position with the City of Grand Prairie shall take precedence over any other occupational involvement of the employee. Employees may participate in other outside/secondary

employment so long as it does not interfere with their job performance; present a conflict of interest with their City position, bring themselves, their department or the city into disrepute, or reflect discredit upon the employee. Approval is required by the Director at the time of hire and/or prior to beginning secondary employment. No city resources, equipment, or materials may be used for work for the secondary place of employment unless special circumstances exist and are allowed by departmental policy (such as authorized and granted in Police for departmental supported activities).

### **Substance Abuse**

It is the policy of the City to maintain a safe work environment by ensuring that City employees are not under the influence of alcohol or drugs during working hours. In accordance with the Drug Free Workplace Act, employees are prohibited from the possession, manufacture, distribution, dispensing, or use/misuse of illegal or illicit drugs and alcohol during working hours, or being under the influence of such substances. In addition, legal drugs used illegally or inconsistent with prescription are included in the category of prohibited drug use. Employees taking prescription or non-prescription drugs must report the use of such to their supervisor/chain of command when the use of such drug may affect the employee's ability to perform assigned duties. Violation of this policy is grounds for disciplinary action up to and including termination. Drug testing will be conducted randomly, for reasonable suspicion, after accidents or injuries, and prior to a transfer, promotion, or demotion of employees as explained in the substance abuse policy. A refusal to take a drug test as an employee is considered a positive test and will result in termination.

City employees whose position are considered "Safety Sensitive" by the City, including those requiring a Commercial Driver's License (CDL) or which fall under the DOT/FTA regulations are subject to drug and alcohol testing under this policy. If this policy conflicts with DOT or FTA regulations in any way, the DOT/FTA regulations will govern.

### **Electronic Communications/Social Media**

City equipment used to communicate with one another, including but not limited to cell phones, text messaging, computers, email, internet, MDT's, and social media sites (Facebook, Twitter, Instagram, etc.) should primarily be used for business purposes. While personal usage will be allowed, guidelines for acceptable and unacceptable uses will apply at all times as outlined in this policy. This technology is provided as a business communication tool and is subject to open records requests. The systems shall not be used for personal gain, outside business activities, political activity, fundraising, or charitable activity not sponsored by the City. The City may access, read, monitor, intercept, copy, and delete your communications if the City deems it appropriate. Thus, you should not expect privacy in your system account or any communications on the system or on any other communications media of any nature and type provided for your use by the City now or in the future.

No computer files or E-Mail messages should be created or sent which may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability. The City's policy against sexual or other harassment applies fully to any electronic communication by an employee sent or received on City equipment.



Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address. Information and communications that you publish on personal online sites should never be attributed or sufficiently related to the City or appear to be endorsed by, or to have originated from the City. Personal communication denigrating your employer, “cyber-smearing,” or “cyber bullying” of other employees are prohibited conduct and may result in disciplinary action if they are found to defame, disparage, threaten, or otherwise harm others. Although access to information and information technology is essential to the mission of City departments and their employees, **use of the Internet and other electronic communication materials is a revocable privilege.** Conformance with acceptable use, as expressed in the policy, is required. If you become aware of someone misusing/abusing this policy, you should immediately bring it to your supervisor’s or Human Resources attention.

**Email Signatures:** Email signatures created in the city’s email system, often called a signature block, should be professional and standardized with the guidelines stated in policy for all employees/departments using the city’s system.

### **Operator/Driving History – Reporting Requirement**

The City requires that employees who operate a City owned vehicle, or who drive a privately owned vehicle while carrying out job duties, must maintain a current valid Texas driver's license and an acceptable driving record as determined by the City. Driving records will be checked prior to employment and periodically during the year thereafter.

***Employees are required to immediately report to their supervisor every moving violation, DUI/DWI, and driver’s license suspension/revocation they receive, either while on duty or off duty.*** It is the City’s policy to assign a point value to every violation. Employees in positions requiring the operation of City vehicles or motorized equipment shall NOT be eligible for driving/operating privileges if the total points assigned to their driving record during a three-year period are 10 or more. Accumulation of 10 points on the driving record may be sufficient grounds for automatic removal of driving privileges and disciplinary action up to and including termination. The Police and Fire Departments may have stricter standards imposed due to the public safety issue. When a special classification of driver's license is required to operate City equipment, it is the employee’s responsibility to maintain the required license.

### **Electronic Devices in the Workplace**

The City recognizes that many employees have cell phones or other electronic devices that they bring to work. Cell phones may belong to the employee or be provided for the employee’s use by the City. The use of cell phones or other electronic devices, including those with a camera, at work must not interfere with job duties or performance. Employees must not allow such device use to become disruptive or interfere with their own or a co-worker’s ability to do their jobs. Employees who use cell phones to transmit or receive information which violates City policy, are subject to disciplinary action, up to and including termination.

Under no circumstances will videotaping, recording and/or distributing of sensitive, disturbing and/or graphic images that occur during the course and scope of business be done on a personal cell phone, city issued cell phone or personal electronic device unless there is a legitimate and immediate business need to record such information. Any such information should be immediately turned over to the Police Department or other appropriate high-ranking city official and shall not be provided to any other person without specific authorization by such city official. Once turned over, any such images should be destroyed.

Use of handheld devices to view or transmit text or email message while driving a city vehicle or personal vehicle on city business is prohibited. MDT use in Police is governed by Police Written Directives. Some divisions or departments may not allow use of a cell phone during work hours. Check with your supervisor on the rules that apply to you.

### **Dress Code**

The City expects every employee to dress in a professional manner and practice good grooming and hygiene. You are expected to maintain a clean and neat appearance at all times. The City recognizes that different styles will be necessary depending on changes of seasons, degree of customer contact, nature of work and safety issues. Each department is responsible for managing the dress code and may require a uniform as appropriate. Departmental dress code may be more restrictive than policy. Payday Friday's are considered casual day in which clean, non-frayed/untorn blue jeans may be worn. Check with your supervisor on dress code rules for your worksite.

### **Inclement Weather**

City facilities remain open regardless of weather conditions. Departments must ensure operations are sufficiently staffed during inclement weather. When weather conditions are so severe and create travel hazards to employee safety, the City Manager's Office may designate them "inclement weather days" for attendance policies. Employees are expected to work their normal workdays even though inclement weather conditions exist or are designated. Employees who are late or absent the entire day may use personal leave available for the lost time. Non-exempt employees who do not have accrued compensatory time or vacation leave will not be paid for the lost time.



# COMPENSATION

## Compensation

### Non-Civil Service Employees:

Most employees are assigned to an Exempt or Non-Exempt pay grade with a minimum and maximum hourly or salaried rate as appropriate. Based on the annual budget process, the City will consider if funds are available for pay plan adjustments and/or merit increases. The amount, timing, eligibility, and method of distributing pay plan adjustments or merits shall be determined annually during the budget process and is not guaranteed. Employees on a performance improvement plan or other significant disciplinary action at the time merits are determined and/or distributed are not eligible for the merit.

Employees at the top of the pay grade may not be eligible for merits unless exceptions are granted as part of the budget process or unless a pay plan adjustment occurs that affects the pay grade of that employee. Employees in their introductory period and not on a step plan are not eligible for merit increases.

### Civil Service Employees

Compensation and salary adjustments for civil service employees shall be governed by Chapter 143 of the Texas Local Government Code, to the extent those requirements are different from the City's compensation and pay increase policy.

### Skill Based Pay

Emergency Communications employees are on a hybrid pay plan that includes some skill levels to be demonstrated to move through pay levels and then some areas are subject to normal city-provided pay increases. Provisions and expectations in this Division are subject to current requirements established for pay.

## Payday

Pay days occur bi-weekly on Fridays. There are 26 pay days per year. Pay stubs are available online only through the City's intranet or Employee Self-Service and should be reviewed for accuracy.

## Longevity Pay

Longevity pay is additional compensation for full time employees of \$4.00 per month for each full year of service after completion of the first year. This amount increases by \$4.00 per month with each additional year of service up to 25 years of service maximum.

## Stability Pay

Fulltime employees hired before November 30 and still employed at the time of disbursement in December will receive a payment of \$3 per month of City of Grand Prairie service with a \$25 minimum payment, subject to available funding annually in the budget. Stability pay is not guaranteed.

## **Promotions/Transfers**

It is the policy of our City to give employees access to promotional opportunities. Employees must apply for and compete for positions as any other applicant to be considered for a position. All promotion and transfer decisions are based on a variety of factors and ability to meet the qualifications of the job. If you are interested in a position which is posted, you must complete an online application by established deadlines on the job posting. A lateral transfer is movement from one position to another within the same salary range and may not result in a pay increase. Promotional pay increases are determined by the Department Manager and will be in compliance with policies in effect at the time. Promotions and transfers require appropriate testing (drug and/or background) as required by Human Resources.

## **Overtime/Compensatory Time**

Employees occupying positions which fall into the City's non-exempt pay plan or who fall into the Fire/Police hourly positions are eligible for overtime pay or compensatory time. Check with your supervisor to find out if your position is exempt or non-exempt. Hours worked in excess of the 40-hour work week are considered overtime hours for most non-exempt employees. Fire employees' overtime is based on a 28-day work period. Certain police personnel work on an 80-hour work period. When non-exempt employees are required to work overtime they are compensated at the rate of time and one half, in pay or in comp time for hours in excess of their normal work status hours each week based on the workweek or work period defined in policy. Exempt employees are not eligible for overtime or compensatory pay.

## **Emergency Call Back**

A non-exempt, non-sworn employee who is required to report back to work from home for an emergency after regular working hours shall be compensated from the time the employee reports to work or for a minimum of two (2) hours, whichever is greater.

## **BENEFITS**

The City allows employees to choose benefits that best suit their family's needs. The employee has a variety of choices for medical, dental, and vision plans, employee and dependent life insurance, and the Flexible Spending Accounts for Medical and Dependent Care expenses. Medical, dental and vision contributions are on a pre-tax basis which reduces your taxable income. Your benefit guide provides an overview of available benefits at the City and is provided as a new hire and available electronically to all employees. Plan design, contributions and eligibility are subject to change at any time as deemed necessary by the City.

### **Confidentiality of Medical Information**

Human Resources maintains all employee medical information in confidential files separate from the personnel file.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to his/her supervisor or the Director of Human Resources. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an "as needed" basis to other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence, unless the employee has expressly allowed sharing of such information.

### **Health Insurance**

The City offers medical, dental and vision insurance for eligible full time employees as defined by the plan. Please refer to the current Benefit Guide or Summary of Plan Description available on the City's intranet site or through Human Resources for specifics regarding plans, benefits, and costs.

### **Retiree Benefits**

Retiree benefits may be eligible to you if you retire through TMRS retirement upon separation from the City and if you meet current retiree eligibility criteria. Plans, rules, retiree contribution and structure are subject to change at any time as deemed necessary by the City.

### **Life Insurance**

The City provides basic life insurance for you, but also provides additional coverage options at your cost should you want more protection for you and/or your family members. Employees may purchase additional life insurance, basic accidental death and dismemberment and dependent life. Limitations apply. Increases to life insurance options for the employee or spouse are subject to underwriting review and proof of insurability. As a result, increases elected are not effective until approval from underwriting and notice to the City. If your spouse also works for the City, you cannot insure each other, nor can you both insure children. Consult Human Resources for additional information regarding life insurance coverage and costs. It is your responsibility to ensure that you maintain current beneficiary information on your benefits. Beneficiary information can be updated online through Employee Self Service.

## **Health Care and Dependent Care Accounts**

Health Care and Dependent Care Accounts are allowed by Internal Revenue Code Section 125 and allow you to set aside pre-tax dollars from your check to use throughout the year for qualifying expenses. The health care account allows you to use these funds for out-of-pocket costs associated with prescriptions, medical, dental, or vision expenses not covered under yours or your spouse's medical plan. Some over-the-counter (OTC) medications, if prescribed by a doctor, may also be eligible under the Health Care Account. The dependent care account allows you to use those dollars for the cost of elder or child care. Restrictions and limitations apply. For more information on either of these plans, please visit the Human Resources Benefits page on the Raving Fans intranet site.

## **Deferred Compensation**

The City offers two optional deferred compensation plans which allow you ways to save and invest for the future. These plans allow you to payroll deduct an amount you designate, with income tax deferred until funds are withdrawn, generally at retirement. Deferred compensation plans offer a variety of investments and risk options to choose from. There is no City match for these contributions. The only time you may withdraw your invested monies from this plan is if a qualifying unforeseen emergency arises or when you terminate employment. You may start or stop your deduction with any pay period.

## **Social Security**

The City participates in Social Security. The current rate is 7.65% but is subject to change. The City also participates in the Federal Social Security and Medicare Programs which provide benefits upon retirement. A deduction from the employee's salary is matched by the City for this benefit. Participation by every employee is a condition of employment.

## **PARS**

Part time, seasonal and temporary employees contribute to PARS at 6.20% in lieu of Social Security and TMRS.

## **Texas Municipal Retirement System (TMRS)**

The City participates in TMRS, a statewide retirement system, effective the first day of employment for employees who are scheduled to work more than 1,000 hours annually. Employees are required to contribute 7% of salary on a pre-tax reduction basis. The City also contributes 14% of your salary into your retirement account. Creditable service can be determined by many factors, so please consult with the Human Resources Department or go to [www.tmr.org](http://www.tmr.org) to answer any questions.

You are vested after 5 years of service in TMRS. As a vested member, if you leave TMRS-covered employment, you may leave your deposits with TMRS and they continue to earn interest until you choose to withdraw the money or retire. You are eligible to retire under the plan at age 60 if you are vested or at any age if you have 20 years of creditable service with TMRS. Should you decide to withdraw your funds at any time other than retirement, you forfeit the City's portion of contributions and interest. Employees may not withdraw funds from TMRS unless terminating employment.

TMRS also offers an Occupational Disability Retirement option for which an employee may be eligible if they can no longer perform their job due to either a work or non-work-related illness or injury and their application is approved by TMRS.

## **Workers' Compensation (Job Injury)**

The City participates in the state workers' compensation system. Human Resources administers the program, but utilizes a third party adjuster to work directly with employees on claims that occur. In the event you are injured on the job, you must report the injury to your supervisor immediately. Failure to do so may compromise any future benefits for the reported injury claim on your part. Unless a job-injury requires immediate hospital emergency room treatment, job-injured employees must treat with a physician within the City's Workers Compensation Alliance. The Alliance doctor list may be found at [www.pswca.org](http://www.pswca.org). If you are exposed to a communicable disease or blood born fluid, you must notify your department and/or Human Resources immediately, and no later than 24 hours for appropriate procedures and baseline testing timeframes. Salary supplement is available to full time employees while out on injury leave. The policy covers details on this and other worker's comp regulations and rights, as well as your responsibilities under this program in the event you are injured. Limited duty assignments are also available if your doctor allows you to return with restrictions.

## **Employee Assistance Program**

All employees and their families are offered confidential assessment services through the Employee Assistance Program (EAP). The call is confidential and the EAP counselor will schedule an assessment interview and make referrals if necessary. The EAP can help with all types of personal concerns including marital, work stress, family, substance abuse, or any other issues you need help resolving for up to six free visits. Should you have a condition or problem that requires more than six visits, your EAP counselor assists with network referrals into your medical plan. Some problems or issues handled through the EAP may not be covered under your medical plan. Your EAP visits are confidential unless you sign a release or in-patient treatment is required.

## **Benefit Changes**

Human Resources should be notified immediately, but not later than 30 days, after any change in family status, such as birth, death, marriage or divorce that would change your enrollment, elections or dependent information. If you do not submit your enrollment/change and supporting documentation within 30 days of the qualifying event or your date of hire for new enrollments, then you are not eligible to make the changes until the following annual enrollment period. Dependent changes and new contributions are effective on the date of the qualifying event. New enrollments are effective the first of the following month in which the employee was hired. Terminations are effective at the end of the month in which the employee terminates. It is your responsibility to make sure that your check reflects your correct insurance deductions. If deductions are not reflected correctly on your check, you should immediately notify Human Resources.

## **Employee Welfare Fund**

All employees are encouraged to donate \$1.00 or more each pay period to the Employee Welfare Fund. This fund is monitored by an employee committee who receive requests for assistance from the fund from active participants when they have special needs arise and have no other financial resources available. For detailed information on enrollment in this fund, please contact Human Resources.

## **Tuition Reimbursement**

The City offers a tuition reimbursement program to provide funding assistance for those employees working toward a degree that would help them to advance within our organization based on educational requirements. Funds for tuition reimbursement are distributed on a first-come-first-served basis depending on fiscal year funding availability. Funding is not guaranteed and may vary from year-to-

year. The maximum reimbursement is \$1,500 per semester up to a maximum of \$3,000 per year or until available budgeted funds are exhausted. For more information on eligibility requirements and how to apply, please visit the City intranet or contact Human Resources.

### **Wellness Program**

The City offers multiple activities to promote employees' health and well-being through the Working on Wellness (WOW) program. Participation in various program aspects may result in discounts and/or incentive offers as available, budgeted and advertised annually. Examples include health fair, classes on wellness topics, lunch-n-learns, and participation in recreational activities. Information is distributed throughout the year to advertise all activities.

### **Group Health Continuation Coverage (COBRA)**

The City offers COBRA Continuation Coverage in accordance with federal law that allows eligible employees and their covered dependents the opportunity to temporarily extend group coverage in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the specified cost of any such continuation coverage, plus a small administration fee.

Under COBRA, employees may elect continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of the employee's divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when first eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review summary plan descriptions or the Benefits Guide available on the City's intranet or through Human Resources.

## **LEAVE POLICIES**

### **Jury Duty**

The City provides paid leave to regular full-time and regular part-time employees required to serve on jury duty or requested to testify as a witness by the City in a City-related civil, criminal, legislative, or administrative proceeding. Court appearances for testimony, investigation, and court preparation as a result of official duties as a City employee (e.g., police, fire, inspections, animal control, etc.) are compensated as actual hours worked and are not classified as paid leave. In all other cases, employees are required to schedule accrued vacation, holiday or compensatory leave; otherwise a nonexempt employee's time off to testify will be considered a leave without pay.

The employee must provide documentation of the requirement for jury duty, subpoena compliance, etc., with the leave request. Employees must submit a leave request form, along with supporting documentation to their supervisor as soon as possible so that arrangements can be made to accommodate the absence.

An employee who is on jury duty typically must report for City duty for the remainder of the day upon completion of court or jury service, or request approval for use of other available paid time off.

Any payment for jury duty received by the employee may be retained by the employee.

Jury duty leave is paid at the employee's base rate at the time of leave and does not include overtime or any other special forms of compensation.

### **Vacation Leave**

The City recognizes that vacations contribute to the well-being and morale of its employees. Therefore, it is the policy of the City to provide annual paid vacation leave benefits to fulltime employees. Vacation is accrued according to the vacation leave chart in the vacation leave policy. Vacation accruals increase after 5 and 15 years of service. An employee may accumulate a maximum number of hours each year. The maximum carryover ranges from 120 hours to 240 hours, depending on years of service with the City. Excess vacation time at the end of the year will be forfeited. Employees should review Employee Self Service or contact their department timekeeper to verify vacation leave balances.

### **Sick Leave**

Sick leave is an important benefit to help employees who are unable to work due to illness. Sick leave accrues per pay period for full-time employees. Sick leave may be used by an employee for their own illness, injury or health-related appointments that cannot be reasonably scheduled during non-working hours. Dependent Sick Leave of up to 80 hours (120 hours for Fire personnel working 56-hour workweeks) in a 12-month rolling period may be used to care for a sick spouse, child or parent with an illness, injury or health-related appointments that cannot be reasonably scheduled during non-working hours. Sick leave accrues indefinitely, but pay-outs at termination are only available for civil service employees in accordance with Local Government Code Section 143. Civil service employees are paid for up to 720 hours (1080 hours for 56-hour Fire Suppression workers) accrued sick leave at the time of termination. For more detailed information on sick leave accruals and usage, please refer to the Sick Leave Policy. **Sick leave usage is closely monitored by managers and patterns of abuse or excessive use is NOT tolerated and may result in disciplinary action.**

### **Holiday Leave**

The City provides 80 hours of employee holiday time to full time employees each calendar year. City designated holidays include:

New Year's Day	Martin Luther King Day
Memorial Day	Independence Day
Labor Day	Thanksgiving and Thanksgiving Friday
Christmas Eve and Christmas Day	Personal holiday

You must seek supervisory approval when scheduling the personal holiday or when taking an alternate holiday (if you work designated holidays in the case of 24/7 operations). Employees who work on holidays will be given alternate days off. Personal holidays must be used within the same year earned and may not be carried over to the next year. Personal holidays are not available for use during your introductory period. Holiday hours which remain unused by calendar year-end will be lost and may not be carried over.

### **Family and Medical Leave Act (FMLA)**

The City complies with all federal requirements of the Family and Medical Leave Act, including amendments. **FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice.**



**Eligibility Requirements** Employees are eligible if they have worked for the City for at least one year (at any time), for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Basic Leave Entitlement** The City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for: 1) incapacity due to pregnancy, prenatal medical care or child birth; 2) to care for the employee's child after birth, or placement for adoption or foster care; 3) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; 4) for a serious health condition that makes the employee unable to perform the employee's job, and 5) for any qualifying military or exigency leave. To determine eligibility for leave, the City uses a rolling 12-month period measured backward from the date of any FMLA leave.

**Military Family Leave Entitlements** Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to a combined 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections** During FMLA leave, the City will maintain your elected benefits under our group plans coverage on the same terms as if you had continued to work. The employee must timely pay his or her share of health insurance premiums while on FMLA leave. The City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave, unless the employee is unable to return due to a serious health condition or something else beyond the employee's control. Medical certification is required under such circumstances.

Upon return from FMLA leave, the City will restore employees to their original or equivalent position with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave, however, benefit accruals, such as vacation and sick leave, will be suspended during any unpaid leave.

**Definition of Serious Health Condition** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment (as defined in the law) by a health care provider. There are numerous circumstances which qualify under the law as continuing treatment. Please refer to city policy, FMLA posters, the law or contact Human Resources for current definitions.

**Use of Leave** Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.



**Substitution of Paid Leave for Unpaid Leave** The City requires use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the City's normal paid leave policies and order of usage.

**Employee Responsibilities** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Other Employment** Under no circumstances may an employee on FMLA leave, sick leave, disability leave, or workers' compensation leave engage in outside employment or other activities inconsistent with the reason for taking leave.

**Employer Responsibilities** The City must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City must provide a reason for the ineligibility.

The City must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers** FMLA makes it unlawful for the City to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Bereavement and Special Leave**

Bereavement leave is available to full time employees for a death in their immediate family. An immediate family member is defined as legal spouse, son/son-in-law, daughter/daughter-in-law, parent/parent-in-law, sibling/sibling-in-law, grandparent/grandparent-in-law, or other relative who raised the employee in the absence of a parent. Children may be step, natural, adopted or foster and include a loss due to miscarriage. Bereavement leave is limited to 36-hours maximum per loss for Fire 24-hour shift personnel to a maximum of 72 hours annually for all losses, and 24-hours maximum per loss for all other employees to a maximum of 48 hours annually for all losses. Additional hours may be granted by the City Manager's Office.

## EMPLOYEE RELATIONS

### Harassment/Discrimination

All employees are responsible for ensuring the workplace is free from all forms of harassment and discrimination and must avoid any action, conduct, or behavior which could be viewed as such. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, other verbal or physical conduct of a sexual nature. Harassment includes any action which creates an intimidating, hostile, or offensive work environment. Employees violating this policy will be subject to discipline up to and including termination. Discrimination and harassment of any kind is expressly prohibited and will not be tolerated.

Any employee who believes he/she has been subjected to discrimination or harassment at work should report the matter promptly to his/her supervisor, to their chain of command and/or to Human Resources. All complaints will be promptly investigated, and appropriate privacy safeguards will be applied. Confidentiality will be maintained to the extent allowed by law. The City will retain confidential documents of all allegations and investigations and will take appropriate corrective action to remedy violations. No employee who, in good faith, brings a discrimination or harassment complaint to the attention of the City will suffer any retaliation or adverse employment decisions as a consequence.

### Grievance Procedure

The City has a formal grievance procedure in the event an employee is in disagreement regarding interpretation, application, or violation of a specific law, ordinance, resolution, written policy, rule or regulation that the employee believes has affected him/her adversely or disciplinary actions that the employee feels are unjustified, such as suspensions, demotions, or terminations. General feelings of unfairness or complaints not covered under the grievance procedure will be addressed by the normal chain-of-command within the division/department. Employees are encouraged to try to resolve such differences within their department whenever possible. Should those attempts be unsuccessful, the employee may contact the Human Resources Department who may meet with them, explain the grievance procedure, and aid them through the grievance process.

### Employee Recognition

The City recognizes employee loyalty, dedication and service with the City through a variety of recognition programs, including the Annual Awards Banquet, Quarter-Century Club and Raving Fans recognition. Recognition may be private or public with City Manager or Council members present. Additionally, the City hosts city-wide employee activities throughout the year.

### Violence in the Workplace

The City has a **ZERO TOLERANCE** policy concerning threats of violence in the workplace. All threats of violence will be taken seriously and investigated promptly and thoroughly. Workplace violence is any incident in which employees and other people are abused, threatened, or assaulted at work. It can range from verbal abuse, intimidation, and veiled threatening behavior to direct physical assault. All employees are responsible for maintaining a safe work environment. Employees who become aware of threats of violence in the workplace should report such threats to their supervisor immediately. Employees who violate City policy may be subject to immediate disciplinary action up to and including termination of employment.



## **Employee Handbook Acknowledgement Form**

I have been given access to a digital copy of the City's Employee Handbook. I understand that this Handbook merely provides a summary of the City of Grand Prairie's policies and is not intended to be all inclusive or to anticipate every circumstance affecting my employment. Any questions I have should be directed to the Human Resources Director or designee.

I have read the Handbook and understand that the City reserves the right to change, alter, or rescind the employment policies and programs at any time. Policies can be found on the City's intranet and are available to me through that format or upon request. It is my expectation to be held accountable to expectations in those policies, now and in any future versions that become published. Additionally, I acknowledge that only the City Manager has the authority to authorize changes to policies and programs by written amendment. I am aware that no individual manager, supervisor, or employee may orally, or in writing, alter or modify the terms of my employment.

I have voluntarily entered into employment with the City of Grand Prairie for an unspecified length of time. I understand that this Handbook is not a contract of employment, and that none of its policies or provisions form a contract. I understand that my employment is strictly at-will, and that the City or I may terminate my employment at any time with or without cause or reason. Finally, I understand that it is my responsibility to adhere to the policies outlined in this Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (print or type)