

# CITY POLICIES – Compilation by Category

Working Draft July 5, 2017 update; includes only those sent to Holly for the test site. **None of the policies or procedures on this site should be considered official policies or procedures of the City. This is a test site currently under construction.**

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## ***Policies Adopted by the City Council:***

- Debt Management Policy
- Financial Budgetary Policy
- Investment Policy

## ***City Policies by Subject Category:***

### **ADMINISTRATIVE (ADM)**

**ADM-001 City-Wide Policies and Procedures.** The Office of Strategic Management (OSM) is responsible for managing and maintaining a centralized compilation of all authorized City-wide policies and procedures. Policies, and applicable procedures, should be available digitally to City employees. A “Sponsoring Department” responsible for content will be designated for each policy and procedure. Policies are distinct from procedures, and generally express guiding principles, intent, goals or general objectives. Procedures describe how to implement policies.

*Applicable City Procedure:*

ADM-001.001 Updating or Developing Policies

ADM-001.002 Updating or Developing Procedures

**ADM-002 Delegation of Signature Authority.** Authority to sign certain contracts and other documents contained in the approved Capital or Operating Budgets is restricted to individuals holding positions listed in the current “Chart of Signatory Authority” as approved by the City Manager. Delegation of signature authority is granted provided that the parameters described in the “Chart of Signatory Authority” are strictly followed. Furthermore, the City Manager must expressly approve expenditures of any funds not included in the approved Capital or Operating Budgets. Delegation of authority will expire December 31 of each year and will be re-issued each year or upon a change of City Manager.

**ADM-003 Travel.** Individuals who travel on the behalf of the City are expected to spend funds prudently and plan appropriately to contain costs. Directly related business travel expenses will be paid by the City when expenses are reasonable, appropriately documented and in compliance with applicable procedures. Any costs paid on behalf of a traveler by an outside entity should not

be included in the travel report. This policy applies to all City employees, including City Council members, City Board members, and Police and Fire personnel who travel on City business, except where collective bargaining agreements take precedence over this policy. City temporary employees and individuals hired through third party temporary employee services do not qualify for reimbursement under this policy unless specifically authorized by the City Manager or designee. Reimbursement for individuals that have contracts with the City must comply with this policy unless otherwise noted in their contract.

*Applicable City Procedure:*

ADM-003.001 Out-of-Town Travel Guidelines and Procedures

**ADM-004 In-Town Mileage Reimbursement.** Employees who do not receive a car allowance will be reimbursed for mileage incurred in the performance of the employee's job duties. Reimbursement is for operation of their personal vehicle on City business for travel within the City's limits, the surrounding area (within a 50-mile radius), and/or to City operating locations. This policy excludes those employees who receive a City car allowance, Police and Fire personnel covered by collective bargaining agreements, and employees who are assigned a City vehicle. Temporary employees hired through a temporary agency and individuals who have contracts with the City are not allowed to drive on City-business and are not eligible for reimbursement under this policy unless written authorization is obtained from the City Manager or designee. Reimbursement will occur at the standard rate adopted by the Internal Revenue Service in effect at the time the miles were driven. The most direct route from the place of employment to the business destination will be reimbursed. During budget shortfalls, the Financial Services Department may reduce the rate.

*Applicable City Procedure:*

ADM-004.001 In-Town Mileage Reimbursement Guidelines and Procedures

**ADM-005 Record Keeping During Disasters.** Accurate and complete accounting and recordkeeping is paramount in order to justify all costs of a disaster that is to be reimbursed by the Federal Emergency Management Agency (FEMA). The successful review, validation, approval, funding and audit of a project relating to a disaster depend upon the availability, completeness and accuracy of files relating to a disaster or emergency.

*Applicable City Procedure:*

ADM-005.001 Procedures for Record Keeping During Disasters

**ADM-006 Business Meals (Non-travel).** Public funds, when specifically budgeted, may be used to purchase business meals not related to travel. Meals must not exceed \$15 (all inclusive) per person in attendance. However, this policy does not allow purchase of a business meal for an individual who, at their discretion, decides to work through a meal period. A business meal is

defined as any meal taking place on City property where the main focus of the meeting is conducting City business directly related to and in support of City/Department missions, goals or objectives, and consumption of food and beverages is incidental to the purpose of the meeting. Allowable business meal expenditures include food, non-alcoholic beverages, service charge, and gratuity.

*Applicable City Procedure:*

ADM-006.001 Procedures and Guidelines for Business Meals (Non-travel)

**ADM-007 Repairs and Maintenance of City Facilities.** While not necessarily responsible for performing all maintenance and repair, the Facilities and Property Management Department is responsible for coordinating and monitoring all City facility maintenance, with the exception of the Corpus Christi International Airport.

## **BENEFITS (BEN)**

**BEN-001 Leave Benefits.** It is the policy of the City, consistent with sound budgetary management, to provide competitive leave benefits in order to attract and retain a high quality workforce. Leave may be granted by the Department Director upon request by an employee. Work schedules and operational requirements of the Department are necessary considerations, which may preclude granting of leave. Vacation and various leave benefits for Plan I employees (those hired after August 1, 1988) are specified in this policy and associated procedures. Vacation and leave benefits for employees in Plan II (those hired before August 1, 1988) are delineated separately in the Municipal Code of Ordinances Section 39.343. These benefit policies and associated procedures do not apply to police and fire personnel covered under collective bargaining agreement. The City complies with the Family and Medical Leave Act (FMLA) of 1993.

*Applicable City Procedure:*

BEN-001.001 Reporting Requests for Leave

BEN-001.002 Holidays

BEN-001.003 Vacation Leave Accrual

BEN-001.004 Sick Leave

BEN-001.005 Personal Leave

BEN-001.006 Bereavement Leave

BEN-001.007 Military Leave

BEN-001.008 Leave Without Pay Not Related to Usage of Sick Leave

BEN-001.009 Leave With Pay Deemed Beneficial to City Operations

BEN-001.010 Leave With or Without Pay in Excess of Other Special Leave Limitations

BEN-001.011 Interruption of Continuous Service and Prior Service Credits

BEN-001.012 Catastrophic Leave Program  
BEN-001.013 Family and Medical Leave (FMLA)  
BEN-001.014 Jury Duty and Service as Witness

**BEN-002 Education Assistance.** All full-time City employees, except where collective bargaining agreements and/or state law apply to Police and Fire employees, who have completed their initial probationary period are eligible for education assistance for qualifying courses or programs for which approval was obtained prior to beginning the course or program. Fees for workshops, seminars, licensing certification training, costs or expenses for membership and/or fees associated with certification in professional organizations are not reimbursable under this policy and associated procedures. The following employees are not eligible for academic education assistance: part-time employees; temporary employees; veterans receiving state or federal veteran's educational benefits; employees who have been disciplined in the twelve months preceding the first day of the course for which they desire reimbursement.

*Applicable City Procedures:*

BEN-002.001 Education Assistance Procedures and Programs

**BEN-003 HIPPA Compliance (Health Insurance Portability & Accountability Act).** The City's Health Benefits Manager shall serve as the Privacy Officer responsible for oversight of the policies and procedures regarding the privacy of health information. The Privacy Officer shall safeguard the privacy of protected health information and shall be responsible for the development and oversight of associated policies and procedures. The City shall comply with all requirements of the Health Insurance Portability and Accountability Act and prohibits misuse of health information which may be provided in electronic form to the City by any of its health care plan providers

*Applicable City Procedures:*

BEN-003.001 HIPPA Electronic Data Security

BEN-003.002 HIPPA Privacy Guidelines and Procedures

**BEN-004 Employee Incentive Recognition.** The Human Resources Department will regularly sponsor City-wide employee recognition programs designed to recognize individuals and groups of individuals who contribute in a significant and exceptional manner by a special act, to recognize and celebrate examples of excellent customer service, and to positively reinforce excellence in providing results and outstanding customer service. Individual departments are also encouraged to establish department level programs with department-specific awards. Department-level programs must incorporate a process for employee input and annual evaluation.

Applicable City Procedures:

BEN-004.001 Employee Recognition Program Award Categories

## **CASH MANAGEMENT (CAS)**

**CAS-001 Investments.** All investments must conform to the established Investment Policy as approved annually by the Investment Committee and subsequently by the City Council. The selection of investments is accomplished through a competitive solicitation as stated in the Investment Policy. The current investment policy is the responsibility of the Cash Management Division of the Financial Services Department. A wide range of financing instruments including Treasuries, Government Agency Securities, local government investment pools, money market accounts and bank certificates of deposits (CDs) gives the City greater flexibility in how best to manage its financial needs.

**CAS-002 Depositing, Disbursing and Check Cashing.** It is the responsibility of all City departments to accurately collect and account for all payments made to the City. Depositing funds needs to be accomplished daily. Personal, two-party, or government checks should not be cashed by any City cashier or City department. It is the City's objective to aggressively pursue the collection and processing of all payments made to the City. Actions to encourage expedient payment to the City may include granting credits for early payment, check verification, enhancing payment ease, and prompt follow-up on delinquent payments.

*Applicable City Procedure:*

CAS-002.001 Deposit Procedures

CAS-002.002 Disbursing Procedures

CAS-002.003 Check Cashing Procedures

CAS-002.004 Central Cashiering Receipt of Payments

**CAS-003 Petty Cash Funds.** Petty cash funds were established for convenience and effectiveness in conducting City business. Occasionally, a purchase needs to be made from a vendor who does not accept City purchase orders, procurement cards, or the amount is so small that it is more efficient to pay cash than to write a check. The responsibility for petty cash funds lies with the custodian who is responsible for making sure that the money plus receipts for disbursements equal the amount recorded on the general ledger. A petty cash fund can be established by issuing an Accounts Payable check with department director approval. All requests for setting up petty cash funds must be approved by the Director of Financial Services and the department director.

*Applicable City Procedure:*

CAS-003.001 Petty Cash Procedures

**CAS-004 Cash Security and Reporting Overages or Shortages.** Cash must be controlled and physically protected at all times according to established City procedures and protocols. All cash shortages or overages for any cashier change fund or petty cash fund must be documented on the same day they are discovered; supervisors should be immediately notified for differences of \$50 or more.

*Applicable City Procedures:*

CAS-004.001 Reporting Cash Overages or Shortages

CAS-004.002 Safety and Security of Employees Who Handle Cash

**CAS-005 Point of Sale Credit Card Payments.** No payments over the amount of what is due the City will be accepted. The Director of Financial Services approves the sections that can accept payment by credit card. Responsibility for processing credit card payments lies with the cashier who is responsible for accepting payment.

*Applicable City Procedures:*

CAS-005.001 Credit Card Processing Procedures

**CAS-006 Customer Refunds.** Customers will be issued refunds by check or by credit to the customer's credit card account within 30 days after the date of deposit. No cash refunds shall be processed. Overpayments shall not be returned to the customer until such determination is made as to the status of the payment received whether additional money is due to the City by the customer.

**CAS-007 Lease-Purchase Financing.** Through the budget process, equipment will be identified that must be lease purchased due to lack of funding for outright purchase. The equipment must be essential to perform services and the life of the equipment equal to or greater than the recommended financing term. Depending upon useful life, the equipment may be financed for terms of two to ten years.

*Applicable City Procedures:*

CAS-007.001 Lease-Purchase Financing Procedures

## **COMPENSATION AND CLASSIFICATION**

**COM-001.001 Compensation and Classification.** The City, consistent with sound budgetary management, will continuously manage the compensation and classification system to maintain internal equity between classes of jobs, and provide competitive pay and benefits in order to attract and retain a high quality workforce. To the extent possible, given the resources

available through the budget, the City's goal for competitive pay is to maintain pay plan midpoints, sub-zone and step pay rates at 100% of market rates. The City Manager is directed to manage the personnel system to achieve these goals. Under supervision of the City Manager or designee, the Director of Human Resources will continuously manage the classification and compensation system in compliance with City Code of Ordinances Chapter 39. The City's Grievance policy does not apply to classification and pay rate assignments nor can employee's pay grades be grieved under the City's Grievance Policy.

*Applicable City Procedures:*

- COM-001.001 Classified Service and Position Classifications
- COM-001.002 Market-Based Compensation Plan
- COM-001.003 Starting Pay Rates
- COM-001.004 Pay Advancement
- COM-001.005 Pay Changes Due to Promotion
- COM-001.006 Pay Changes Due to Classification Changes
- COM-001.007 Pay Changes Due to Lateral Transfers
- COM-001.008 Temporary Pay Adjustments
- COM-001.009 Pay Changes Due to Demotions
- COM-001.010 Shift Differential
- COM-001.011 Weekend Pay
- COM-001.012 Call Back Pay
- COM-001.013 On Call Pay
- COM-001.014 Above Grade Pay
- COM-001.015 Car Allowances

**COM-002 Overtime.** The City will comply with the provisions of all applicable wage and hour laws and regulations consistent with the Fair Labor Standards Act. Hourly paid (non-exempt) employees shall be compensated at a rate of 1 ½ times their hourly rate of pay for time worked in excess of 40 hours per workweek. Departments may alternatively grant compensatory time to non-exempt employees at the rate of 1 ½ hours for each hour of overtime worked. All payments of overtime must be justified in writing. Exempt employees are salaried employees and are not eligible for overtime compensation. However, time off in the form of administrative leave with pay may be provided at the discretion of the Department Director. This policy and associated procedures will not apply to Police and Fire Personnel who are covered under collective bargaining agreements.

*Applicable City Procedure:*

- COM-002.001 Overtime, Compensatory Time, and Administrative Leave

## **CONDITIONS OF WORK (CON)**

**CON-001 Grievances.** Any employee may present a grievance, individually or as a group, concerning wages, hours of employment, or conditions of work without fear of reprisal or discrimination from doing so. The following may not be filed as a grievance under this policy, as alternate processes to address such concerns are provided:

1. *Performance appraisals.* An employee may submit a written rebuttal for placement in his/her official personnel file maintained in the Human Resources Department.
2. *Letters of counseling or reprimand.* An employee may submit a written rebuttal for placement in his/her official personnel file maintained in the Human Resources Department.
3. *Position grade designations.* The City's Classification and Compensation system provides for job evaluations by the Job Evaluation Team.
4. *City pay plans and corresponding City pay ranges.* Pay plans and corresponding pay ranges are established under the City's Personnel Ordinance, and approved by Council. An employee may meet with a representative of the Human Resources Department to address questions regarding the City's pay plans and pay ranges.

Employees are expected to continue to perform their duties and to comply with the supervisor's, or designee's, directive prior to the presentation of a grievance and/or while the grievance is being processed through the grievance steps. Employees shall comply with any directive given by a supervisor, or designee, unless the conduct required is clearly illegal, unethical, or will endanger the health and/or safety of the employee or others. This policy applies to all employees except where collective bargaining agreements and/or State law apply to Police and Fire employees.

*Applicable City Procedure:*

CON-001.001 Submitting Grievances

**CON-002 Time and Attendance.** The City Manager determines the hours City offices and departments are open for business. Department Directors and supervisors develop and implement operating schedules to meet general City guidelines and specific requirements of their department. All employees are required to have a City issued identification badge. All employees, except employees who are classified as Executives (300) series are required to use this badge to "swipe in" at a City time clock at the beginning of their work day and, for non-exempt employees, part-time and temporary employees, to swipe out at the end of their work day.

*Applicable City Procedures:*

CON-002 Time and Attendance Guidelines and Procedures

**CON-003 Essential Service Personnel.** The availability of City employees to work is necessary to provide for the health, safety, and well-being of the general public, including the delivery and restoration of vital services, before, during and after an emergency. Therefore, all City positions are deemed essential when an emergency arises due to one or more disasters. Disaster means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property that results from a natural or man-made cause, including, but not limited to, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, hazardous material release, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance, riot, hostile military or paramilitary action, terrorist activity, or other public calamity requiring emergency action, or an energy emergency.

All job descriptions, and recruitment advertisements or notices, will include the following statement: "Employees are required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency."

This policy and applicable City Procedures will be presented to all newly hired employees during the New Employee Orientation program, and annually thereafter, as defined in this policy. Each employee will have a designated emergency assignment, and is responsible for knowing their responsibilities under this policy. Compliance with this policy is mandatory.

This policy applies to all City employees, as all City positions are deemed essential to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency. Employees in Part-Time positions, or in Temporary positions, or who are under eighteen (18) years of age, are exempt from the requirement to work during an emergency, as defined in this policy. If conflicts arise between this policy and Police and Fire Collective Bargaining Agreements, the applicable Agreement shall govern.

*Applicable City Procedures:*

CON-003 Readiness Levels in Emergency Preparedness Plan (EPP) and Waivers

**CON-004 Fitness for Duty.** An employee may be directed by the Department Director, or designee, to submit to a physical examination by the City's designated physician and/or to provide related medical records from the employee's personal health care provider, for an evaluation and determination of fitness for duty. Employees must report the use of any prescription or non-prescription drug which may affect their fitness for duty to their supervisors (as required in the City's Alcohol and Drug Policies.) A Department Director may send the employee to the City's designated physician for an evaluation of fitness for duty, if the director has questions regarding an employee's abilities to effectively and safely perform his or her job duties. In order to prevent aggravation of an injury, employees must report any off the job injury they have had to their

supervisor so that their fitness for duty can be evaluated. This policy applies to all employees except where collective bargaining agreements and/or state law apply to Police and Fire employees.

**CON-005 Residency.** City employees may reside outside the Corpus Christi city limits, however, it is a requirement that employees live in a location that they may reach their primary worksite within 60 minutes of traveling by motor vehicle at posted speeds in ordinary weekday traffic. A newly hired employee must comply with these residency requirements within six months of hire. Only the City Manager may provide exceptions to this policy. Employees anticipating a move requiring a commute of more than 60 minutes from their primary worksite must submit a request for an exception to the City Manager in advance of such move.

**CON-006 Resignations.** An employee's voluntary resignation should be submitted, in writing, to the Department Director and forwarded to Director of Human Resources for filing with the Human Resources Department.

Employees who are absent from work for three consecutive working days without prior approval to take leave, or when leave has been denied, or without contacting their supervisor or a supervisor on duty in their chain of command regarding the absence, when attempts by the department to contact the employee at the employee's phone numbers of record are unsuccessful, will be considered to have automatically resigned. The employee shall be given written notice of such resignation by certified mail to the employee's last address as shown in Human Resource Department records.

**CON-007 Probationary Period.** Every Classified Service employee must successfully pass the six-month probationary period. An employee who fails to perform adequately during this probationary period may be terminated without recourse.

**CON-008 Wage Deduction Authorization.** As a condition of employment, employees authorize the City to take payroll deductions from the employee's pay to reimburse for any debts owed the City, for bona fide Employees' Association Dues and for any other deductions that may be authorized by the City's Financial Services Department or by the City Manager.

*Applicable City Procedures:*

CON-008.001 Procedural Guidelines for Employee Wage Deductions

## **EMPLOYEE CONDUCT (EMP)**

**EMP-001 Ethical Business Conduct.** It is expected that each employee, using good common sense, will always comply with the City's Ethics Ordinance that delineates the kinds of behaviors

that are right and wrong for City employees to engage in. If an employee is ever in doubt about how to apply the provisions of the ordinance, they should ask themselves the question “How would the people I serve react if they were to read about my action on the front page of the newspaper?” Then, they should behave in a way that maintains the highest level of public trust. Employees should not only abstain from violations of the Ethics Ordinance but the appearance of violations, because most of the time, the appearance of unethical behavior has the same negative effect on the public as an actual violation. Ethical behavior is expected of each employee and is taken very seriously. A failure of ethical behavior, and of compliance with this policy, will result in disciplinary action, up to and including termination.

**EMP-002 Participation in Political Activity.** No employee shall use coercion or prestige of their position for any political candidate or political issue or use City resources for political activity of any nature. While on duty or in city uniform, no employee shall participate in political activity of any nature other than casting their vote. “In city uniform” means wearing City issued clothing, or any clothing, pin, label, insignia, or other item that identifies employee as City employee. No managerial employee or employee of the City Secretary’s office shall take part in any political activity of any nature on City related issues except to provide factual information at the direction of the City Manager, to express their own opinion privately, and to cast their vote. “Managerial employee” means an employee in the Executive Pay Plan.

*Applicable City Procedure:*

EMP-002.001 “Political Activity at Senior Centers”

**EMP-003 Outside Employment.** Prior to accepting outside employment, City employees are responsible for requesting department head approval using the City’s “Outside Employment Request Form.” A new request must be resubmitted if the outside work significantly changes from the initial approved request, or if there is a change in the employee’s work status that may require a new review. Time spent in outside employment shall not be of such duration that the employee is unable to effectively perform the functions of the City position held. Employees may not use City equipment, supplies or other City resources in the performance of outside employment except when related to a licensed peace officer’s off-duty law enforcement employment. Employees may not begin or continue any outside employment, whether part-time or full-time, for pay, for self or another person, firm, company or organization while on limited duty or occupational or non-occupational leave for their own medical condition unless the employee receives written authorization from the Citywide Disability Review Committee (DRC) Coordinator.

*Applicable City Procedure:*

EMP-003.001 “Outside Employment Requests”

**EMP-004 Alcohol and Drug Abuse.** The City complies with requirements of the Drug Free Workplace Act of 1988 and all drug testing regulations issued by the Department of Transportation. City employees are prohibited from all of the following activities: any use, possession, manufacture sale or distribution of illegal drugs or drug paraphernalia, as defined and prohibited by law; any use or possession of alcohol while on duty (including lunch and breaks); taking, using or being under the influence of any prescribed medicines other than as prescribed; public conduct at any time involving alcohol or illegal drugs under circumstances which bring discredit upon the City; and any of the activities specifically identified by the City as prohibited. The City of Corpus Christi believes it has a responsibility to offer assistance to City employees through the Employee Assistance Program (EAP) but that the initiative in asking for and obtaining such help is the responsibility of the employee.

Employees must notify the Department Director of Director of Human Resources in writing, of any arrest, conviction, probation, deferred adjudication or pre-trial diversion under any criminal drug statue at the beginning of the next work shift after such event or finding. Employees must notify their supervisor of drug use (including prescribed or over the counter) that may impair job performance and provide pharmaceutical information and statement of use from their physician.

*Applicable City Procedures:*

- EMP-004.001 Drug and Alcohol Testing General Requirements
- EMP-004.002 Drug Testing Procedures
- EMP-004.003 Employee Assistance Program (EAP)
- EMP-004.004 Drug and Alcohol Testing for Drivers of City Commercial Vehicles Requiring a CDL
- EMP-004.005 Police Department's Alcohol and Drug Abuse Policy
- EMP-004.006 Fire Department's Alcohol and Drug Abuse Policy
- EMP-004.007 Gas Department's Alcohol and Drug Abuse Policy
- EMP-004.008 Drug and Alcohol Use and Testing for Licensed Marina Personnel

**EMP-005 Dress, Personal Appearance and Office Environment.** Employees are expected to adhere to established City standards for dress, appearance and office environment. Supervisors are responsible for interpreting and enforcing standards in their areas of responsibility, including counseling employees whose appearance or personal hygiene is inappropriate or offensive. As representatives of the City of Corpus Christi, employees must recognize that their appearance directly reflects the level of professionalism in the organization.

*Applicable City Procedures:*

- EMP-005.001 Social Events in the Office

**EMP-006 Workplace Violence.** All workplace violence is prohibited. Each employee is to be treated with dignity, respect and fairness. Violence, threats of violence (direct or indirect) or physically threatening behavior by or against any City of Corus Christi employee at any level will not be tolerated. This includes behaviors by citizens or others toward any employee or any employee toward citizens or others. The first priority of any City employee is to secure their own safety. Employees are to report threats of violence based on the urgency of the situation using the procedures referenced below. An employee shall not attempt to handle a violent or potentially violent incident on their own.

*Applicable City Procedure:*

EMP-006.001 Reporting Workplace Violence Threats

EMP-006.002 Responsibilities in Preventing Workplace Violence

**EMP-007 Weapons Prohibition.** Employees are prohibited from possessing a handgun or other weapon while on duty or performing services for the City, whether the employee is on City property or not. “Weapon” is defined in Chapters 1 and 46 of the Texas Penal Code and Chapter 33 of the City Ordinances. Employees with Texas concealed handgun license are authorized under State law to store their handgun in the employee’s privately owned vehicle in the City parking lot. Carrying a weapon onto City property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from City property and may result in criminal prosecution.

**EMP-008 Discrimination and Harassment.** The City expressly prohibits harassment and discrimination at all levels of City employment. The City will not discriminate on the basis of race, color, religion, national origin, sexual orientation, age, citizenship, veteran status, disability, work related injury or illness, or genetic information. The City expressly prohibits sexual harassment at all levels of City employment. Harassment can include physical or verbal conduct, jokes or graphic representations which belittle or intimidate on the basis of the above listed categories. The City also prohibits discrimination in the promotion, transfer, compensation, terms, conditions or privileges of employment on the basis of race, color, religion, sex, pregnancy, age, national origin, sexual orientation, military status, citizenship, work related injury or illness, disability, or genetic information. Employees who believe they are victims of harassment or discrimination must report the violation to the Department Director, any Assistant City Manager, Director of Human Resources, or the City Manager for investigation. Retaliation, in any form, against an employee for reporting in good faith complaints of discrimination or harassment is prohibited.

*Applicable City Procedures:*

EMP-008.001 Reporting Complaints of Sexual Harassment

EMP-008.002 Reporting Complaints of Discrimination, Harassment, or Retaliation

**EMP-009 Personal Use of City Resources.** Employees are prohibited from using City facilities, equipment, supplies, employee time, or any other City resource for personal use, except to the extent such resources are available to the public. Incidental personal use of electronic communication devices such as office telephones, personal computers, e-mail, and faxes is permissible, subject to prior approval of Department Director and with understanding that any record created by employee use of electronic communication devices is subject to disclosure to City management and public disclosure under Texas Public Information Act. Use of City resources for solicitation for any non-City purpose or for private gain is prohibited.

**EMP-010 Employee Retirement Celebrations.** Departments are authorized to spend City funds for employee retirement celebration recognizing retirees who have completed at least ten (10) full years of cumulative full time service with the City of Corpus Christi and are eligible for early, late, or normal retirement. An employee may choose to have a City sponsored retirement celebration but it is not a requirement. Allowable expenditures will include a service check calculated at \$10 per year of service and \$75 for items such as non-alcoholic beverages, cake, other refreshments, paper products, utensils, and \$50 for a commemorative gift as determined by the department director. The department director should exercise good judgment and discretion in selecting the commemorative gift. All expenditures must be approved by the department director, the department's Assistant City Manager and the Human Resources Department.

The Human Resources Department will, as part of its annual planning, budget funds for General Fund employees who retire. Retirement celebrations of employees from Enterprise Fund, Internal Service Fund, and Special Revenue Fund departments will be paid from those departments' budgets and should be part of annual budget planning. Human Resources will be responsible for administering the expenditure of funds on all employee retirement celebrations. Employees may participate in the planning process on a voluntary basis, however, such participation should not conflict or interfere with their existing job responsibilities.

**EMP-011 Smoke Free Workplace.** The City of Corpus Christi prohibits smoking and the use of smokeless tobacco anywhere on City property at any time, other than at designated smoking areas. The definition of City property for the purpose of this procedure includes all land, buildings, structures, parking lots and vehicles or equipment owned by or leased to the City, and any area, including customer property, where a staff member is engaged in City business. The use of smokeless tobacco is prohibited while employees are conducting City business with other employees, citizens, contractors, and interaction with the public, including special events.

*Applicable City Procedures:*

EMP-001 Designated Smoking Areas

**EMP-012 Labor Organization Activities.** Any City employee may join, organize or maintain membership in a labor organization if he/she so desires. Municipal employees participating in labor organization activities are required to conduct such activities on their own time and not during work hours. The City will not discriminate against any employee because of his/her membership or non-membership in any labor organization or permit any person or employee to pressure or coerce an employee to become a member of a labor organization or to withdraw such membership. Pursuant to Texas law, it is illegal for City employees to strike or engage in an organized work stoppage. With the exception of Firefighters and Police Officers who are covered by separate provisions under state statute, governmental employees in Texas cities have no legal right to bargain collectively.

An organization that intends to represent employees in grievances concerning their wages, hours of employment, or conditions of work, must provide the Director of Human Resources a copy of the organization's articles of incorporation, constitution, and/or bylaws, as well as an affidavit, in form provided by the Director of Human Resources, that the organization does not claim the right to strike. A violation of the provisions in the affidavit shall suspend the organization's representation of City employees in these grievance matters.

Notice of labor organization meetings may be posted on City bulletin boards used for employee-related information if presented by the employee to the Department Director for review for appropriateness prior to posting. Any other type of notice must be cleared by the Director of Human Resources. Labor organizations are entitled to the same information which is available to the public under the Texas Public Information Act and shall be responsible for paying the same fees as would normally be charged to the public.

Recruitment activity or solicitation is prohibited during work time, which shall not include breaks taken away from the work area. An employee shall not solicit another employee during the other employee's work time. Solicitations and recruitment may be undertaken in the same places and to same extent as solicitations by the general public. Informal discussions during work hours are not prohibited so long as the discussion does not disrupt City business.

**EMP-013 Personal Calls.** Personal telephone calls must be limited to those that are clearly necessary during business hours and must be minimized so that they do not interfere with the City business. Personal calls should not exceed a couple of minutes and not be utilized for mere visiting. Longer personal calls must be delayed until break time. These limitations apply to text messages as well. Supervisors will monitor personal calls and text messages and will address cases of abuse through the progressive disciplinary process.

**EMP-014 Personal Relationships.** Employees are responsible to maintain strong and effective working relationships with all fellow employees in order to promote the efficient and effective

delivery of municipal services to the public. Because certain behaviors often lead to inefficiencies and claims of sexual harassment, supervisors are prohibited from dating, or having intimate or sexual relations with subordinates. Dating, and/or intimate or sexual relationships between married City employee and a non-spouse City employee (married or unmarried) is prohibited. Additionally, all employees are cautioned to avoid relationships which create or give the perception of favoritism, discrimination, and disharmony, interfere with or damage the delivery of municipal services, or bring discredit upon the City of Corpus Christi.

**EMP-015 Recording Devices.** The City prohibits the use on City property or while on City business, of any recording devices, except as authorized by management, and prohibits the unauthorized publication and/or distribution of such recordings. (Recording devices include, but are not limited to, tape recorders, cassette recorders, cell phones with recording, photography or video capability, video cameras, handheld devices, etc.) Employees will be allowed to use recording devices only when in a called meeting setting and when all parties have been notified that the discussion will be recorded and have agreed to participate in such recorded session. Recordings made, through any means, in violation of this policy will subject the employee to disciplinary action.

**EMP-016 Use of Personal Social Media Accounts.** Personal social media should not be used during work hours except when on pre-determined breaks or meals. When using social media, employees must represent the City in a positive and professional manner, and a disclaimer should be used when posting personal opinions about City business. The use of official employment insignias, logos, uniforms or similar identifying items are prohibited for personal use on any social media site. This policy applies to City employees, contract employees and City volunteers. It is not intended to circumvent freedom of speech but rather to provide guidelines for appropriateness.

**EMP-017 Reporting changes to Driver's License Status and Reporting DWI Arrests.** An employee must notify their Department Director, the Director of Human Resources, and Risk Management, within one working day, when their driver's license is suspended, revoked, or confiscated; or when they receive a Driving While Intoxicated (DWI) conviction or probation, regardless of whether the violation was committed on or off the job. The Department Director will consult with Director of Human Resources and Risk Management to determine available options which may include, but are not limited to the following: allow the employee to return to regular duty; allow the employee to return to restricted duty; place the employee on paid administrative leave; or discipline up to and including termination.

**EMP-018 Reporting Violations of Law by City Employee.** City employees are subject to disciplinary action and/or job restriction for violations of law, on or off duty. This applies to acts

prohibited by law that result in charges being filed, arrest, confinement or indictment, as well as to acts prohibited by law not resulting in charges, filed, arrest, confinement, or indictment. An employee confined by law enforcement authorities who fails to report to work at regularly scheduled time and/or to provide timely notification to his or her supervisor, will be subject to disciplinary action for unauthorized absence.

*Applicable City Procedure:*

EMP-018 "Guidelines for Reporting Violations of Law by City Employee"

## **FINANCE AND ACCOUNTING (FIN)**

**FIN-001 Capital Assets.** The City complies with the Governmental Accounting Standards Board (GASB) definition of capital assets. The term "capital assets" includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives of at least three years.

*Applicable Procedures*

FIN-001.001 Capital Assets Guidelines and Procedures

**FIN-002 Donations.** All donations should be deposited in the "Contributions and Donations" revenue account within the appropriate fund. At the time that donations are received, if the donation is not budgeted but will be expended during the fiscal year, then the receiving department should prepare an agenda item for the City Council to appropriate those funds

**FIN-003 Miscellaneous Accounts Receivable.** All miscellaneous billings for amounts due to the City of Corpus Christi are to be made through the Accounts Receivable Division of the Financial Services Department. Department Directors must notify Financial Services in writing: a) who to bill; b) the billing address; c) the amount due; d) an explanation of the charges; and e) the account to which the revenue should be booked when received. Financial Services shall enter the information into the accounts receivable billing system and a statement will then be generated and mailed. Any delinquent accounts of 120 days or greater will be written off.

**FIN-004 Payment Plans.** Payment plans may be accepted for payment of outstanding accounts receivable balances. For utility customers, the Utility Accounts Manager, or his/her designee, is authorized to issue payment plans with terms not exceeding four months. For miscellaneous accounts receivable customers, the Accounts Receivable Supervising Accountant, or his/her designee, is authorized to issue payment plans with terms not exceeding six months. Any terms

beyond six months and up to twelve months must be authorized by the Director of Financial Services, or designee. Any terms beyond twelve months must be authorized by the Assistant City Manager of General Government and Operations Support, or designee. The customer whose name is on the account must sign the payment plan in person.

The City's software system should be set up in such a way for payment plans that the customer service representative would only have to enter the amount owed. The system would then generate the monthly payments, up to six months. Anything beyond six months would need the authorizations noted above. Any utility customer, who is set up with a payment plan and defaults, will have to pay the entire balance in-full before service is restored. Additionally, these customers will not be eligible for payment plans in the future, unless they have shown a consistent payment history for an extended period of time of at least one year. The decision to grant a second payment plan to a customer can only be made by the Utility Account Manager or his/her designee.

## **FLEET (FLE)**

**FLE-001 Services and Support Provided by Fleet Maintenance Department.** All centralized fleet equipment will be inspected, serviced and maintained by the City of Corpus Christi, Fleet Maintenance Department. Exceptions will be made according to the needs of the Customer Using Department and in agreement with Fleet Maintenance.

The overall policy objectives of the services provided by the Fleet Maintenance Department are as follows: 1) City of Corpus Christi equipment is to be used in a safe and efficient manner; 2) City of Corpus Christi equipment is to be inspected, serviced, maintained and cared for to standards established by each customer and fleet; 3) Strive to minimize vehicle and equipment downtime to ensure each customer has the ability to complete their daily work activities; 4) Fleet and customers work in a collaborative manner developing vehicle and equipment specifications that will fully meet the needs of their various work activities; 5) Accurately report accidents/incidents; 6) Identify a point of contact for each customer that will be the Liaison to communicate with Fleet.

*Applicable City Procedure:*

FLE-001.001 Service Responsibilities and Service Level Agreement

**FLE-002 City Hall Vehicle Pool and Fuel Keys.** The Fleet Services Department will maintain a Vehicle Pool at City Hall to accommodate the transportation needs of qualified City employees to conduct official City business in the local area. Prior to being issued a vehicle, employees must

have been trained on City Hall Vehicle Pool procedures and must possess a “City of Corpus Christi Driver Authorization Card” issued by Risk Management. Vehicle keys must be turned in daily unless the vehicle is assigned for weekly dedicated use. Departments may reserve vehicles in order to assure availability. Individuals issued pool vehicles are responsible for the vehicle and must report any damages. If unreported damage occurs, the process of progressive discipline will be initiated, up to and including termination.

*Applicable City Procedure:*

FLE-002.001 “Using the City Hall Vehicle Pool”

FLE-002.002 “Fuel Keys for Automated Fueling System”

**FLE-003 Take Home Vehicles.** Authorization for take home vehicles must be based on job related requirements, e.g. the employee is on call. A take-home vehicle should be assigned only when it is necessary to ensure the delivery of critical services and safety of the citizens. Department directors are responsible for designating those vehicles which can be taken home by employees. The use of take home vehicles for personal use, other than commuting to and from the work site is not allowed. No employee who resides outside the city limits shall be allowed to take a City vehicle home unless the employee's residence and place of work is within a reasonable limit of their assigned work location (e.g. an employee living in Mathis whose assigned work station is the Wesley Seale Dam).

*Applicable City Procedure:*

FLE-003.001 Take Home Vehicles Guidelines and Procedures

## **GRANTS (GRA)**

**GRA-001 Grant Administration.** All Federal and State grants awarded to the City of Corpus Christi must be approved by the Mayor and City Council and will be administered and managed in compliance with the Code of Federal Regulations (CFR): Title 28 Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Title 2 CFR, Part 225, Cost Principles for State, Local, and Indian Tribal Governments; the Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations for grant agreements entered into prior to December 26, 2014; and the OMB Uniform Guidance for Federal Awards for grant agreements entered into after December 26, 2014.

*Applicable City Procedures:*

GRA-001.001 Grant Administration

GRA-001.002 Creating a New Activity

GRA-001.003 Entering an Activity Budget

GRA-001.004 Entering an Activity Budget Change

GRA-001.005	How to Run AC295 Grant Report
GRA-001.006	How to Run AC290 Grant Report
GRA-001.007	How to Inactivate an Activity

## PROCUREMENT (PRO)

**PRO-001 Procurement Authority & Responsibility.** The City’s Financial Services Purchasing Division is authorized to procure for the City of Corpus Christi. Procurement responsibilities include overseeing procurement practices, documenting City-wide procurement best practices, and contracting for the purchase, rent or lease of equipment, materials, supplies and services.

**PRO-002 Procurement Legal Requirements.** The City shall comply with all Procurement related provisions of all Texas State statutes, the City Charter, and City Procurement Policies. Texas State statutes include Local Government Code, Chapters 252 and 271 establishing the requirements that control the solicitation, evaluation and award of contracts exceeding the \$50,000 level established by state law exceeding and Local Government Code, Chapters 2252 and 2254 that establish requirements for contracts with government entity and professional consulting services. The City Charter’s Article X, Section 2 supports the requirements established by the State of Texas statutes. City policies establish the specific methods and programs used by the City to carry out the procurement function.

**PRO-003 Local Preference.** While it is the desire of the City to allow for local bidder preference, the City must adhere to the following four situations addressed in the Texas Local Government Code:

1. *Tie Bids:* “If two or more bidders have bids identical in nature and amount, with one bidder being a resident of the city and the other bidder or bidders being non-residents, the city council must select the resident bidder.” (State of Texas Local Government Code, Section 271.901 (b))
2. *3% over \$500k real/personal property:* “If a local government receives one or more bids from a bidder whose principal place of business is in the local government and whose bid is within three percent of the lowest bid price received by the local government from a bidder who is not a resident of the local government, the local government may enter into a contract with [either]...the lowest bidder; or...the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of

residents of the local government and increased tax revenues to the local government.”  
(State of Texas Local Government Code, Section 271.905)

3. *5% up to \$500k real/personal property* (with the exception of certain telecommunications services) *or \$100(k) construction services*: The City is authorized to enter into a contract with either: (1) the lowest bidder; or (2) a bidder whose principal place of business is in the city and whose bid is within five percent of the lowest bid price, if the governing body determines that the local bidder offers the city the best combination of contract price and additional economic development opportunities, including the employment of residents of the local government and increased tax revenues. (State of Texas Local Government Code, Section 271.9051)
4. *Out of State rule*: The City must give a preference to local businesses if there are out-of-state bidders that have bid on the contract and the out-of-state bidder or manufacturer is located in a state that discriminates against out-of-state bidders in its bid awards in favor of local bidders. If the non-local bidder is from a state where in-state bidders are not given preference over Texas bidders, then the Texas bidder does not have any advantage over the non-Texas bidder. (State of Texas Local Government Code, Section 2252)

**PRO-004 Procurement Methods and Requirement.** All procurements must adhere to City Procurement policies and procedures. When obtaining equipment, materials, supplies, and services, all City procurements shall use one of the following methods: Cooperative Purchasing, Request for Quotes (RFQ), Request for Bids (RFB), Request for Proposals (RFP) or Request for Qualifications (RFQ). Written price quotes are required for all procurements exceeding \$1,000. Purchases of more than \$50,000 require formal advertising, City Council approval, and must be administered or approved by the Financial Services Procurement Division.

*Applicable City Procedures:*

PRO-004.001 Procurement Procedures and Contract Methods

**PRO-005 Professional Service Selection.** The City shall procure Professional and Consulting Services, in compliance with the Texas Local Government Code Chapter 2254, also known as the Professional Services Procurement Act. Professional services include accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, and nursing. A professional service also includes a service that is mental or intellectual, disciplines requiring special knowledge or attainment and/or special technical training that results in a high level of expertise and judgment.

There are two categories of professional procurement:

1. Architect, Engineer, or Surveyor professional services are procured by selecting the most highly qualified based on demonstrated competence and qualifications, then negotiating a fair and reasonable price.
2. All other professional services are selected and awarded based on demonstrated competence and qualifications at a fair and reasonable price.

*Applicable City Procedures:*

PRO-005.001 Selection of Professional Services

**PRO-006 Emergency Procurement.** The City Manager has discretion in waiving the bidding requirements for all emergency procurements greater than \$50,000 which shall be reported to the council as stated in the Local Government Code Chapter 252.022 and City Charter, Article X, Section 2. The Assistant Director of Financial Services for Procurement has discretion in waiving bidding requirements for emergency procurements less than \$50,000. Emergencies procurements include those: a) Made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality, or b) Necessary to preserve or protect the public health or safety of the municipality's residents, or c) Necessary because of unforeseen damage to public machinery, equipment, or other property

*Applicable City Procedures:*

PRO-006.001 Emergency Purchasing

**PRO-007 Purchase Order Authorization.** Only Purchasing Division staff is authorized to issue Purchase Orders.

**PRO-008 Procurement Card (P-card) Program.** Department directors may authorize designated staff to use Procurement cards (P-Cards) which must be approved by the Finance Director, Procurement Manager, and appropriate Assistant City Manager, City Manager, or Mayor, and only after completion of training courses. P-Cards may only be used for single transactions less than \$1,000 (\$5,000 monthly limit); transactions exceeding \$1,000 must be submitted via a requisition. Departments must conform with the roles, responsibilities, training, and approval structure established in the procedure.

*Applicable City Procedures:*

PRO-008.001 Procurement Card (P-Card) Program Procedures

**PRO-009 Repair of City Vehicles, Equipment & Landfill Equipment.** To insure an operable fleet, Fleet Maintenance staff, or other responsible department, may expedite repairs of city vehicles, equipment, and landfill equipment. At least one written quote is required for expenditures less than or equal to \$3,000.

*Applicable City Procedures:*

PRO-009.001 Repairing City Vehicles & Equipment and Landfill Equipment

**PRO-010 High Technology Equipment.** The City's Financial Services Purchasing Division will coordinate and approve high technology products/services and procurement requirements.

*Applicable City Procedures:*

PRO-010.001 High Technology Procurement

**PRO-011 City Surplus/Salvaged Property Disposal.** City departments shall comply with section 17-6 of the City's Code of Ordinances when disposing of surplus/salvaged property owned by the City, except for library books and museum artifacts. The department director must determine that the item is of no further use; the city manager or designee must determine any further City use or public use, determine value and notify Financial Services Assistant Director of Procurement to dispose of the property.

*Applicable City Procedures:*

PRO-013.001 Disposal of Surplus/Salvaged Property Belonging to the City

**PRO-012 Vending Machine Acquisition and Responsibilities.** The Purchasing Division is responsible for administration of the centralized contract for all vending machines located on City property. Once the centralized contract is in place, no other vending machines will be allowed on City property. Vending machines must be obtained using a centralized contract through the Financial Services Purchasing Division, and must be approved by department directors. All commissions earned from the vending machines will be credited to, and reported in the General Fund.

*Applicable City Procedures:*

PRO-012.001 Vending Machine Operations

## **PUBLIC AND MEDIA COMMUNICATIONS (PUB)**

**PUB-001 Use of City-Owned Social Media.** All City-sponsored social media accounts and their current content are property of the City. The City "owns" all social media accounts and contents regardless of which department or staff member creates the content and posts the content. Employees must follow the standards established in this Social Media policy and applicable procedures. The City reserves the right to remove or modify content that is deemed demeaning by the social media guidelines and discipline employees who use social media inappropriately.

*Applicable City Procedures*

PUB-001.001 General Governance of City Social Media Accounts  
PUB-001.002 Removal of Inappropriate Content

## **RECRUITMENT, SELECTION AND APPRISALS (REC)**

**REC-001 Recruitment.** While not necessarily responsible for performing all maintenance and repair, the Facilities and Property Management Department is responsible for coordinating and monitoring all City facility maintenance, with the exception of the Corpus Christi International Airport.

*Applicable City Procedures*

REC-001.001 Job Offers

**REC-003 Temporary Employment.** Department Directors may request hiring a temporary employee to perform a specific job assignment on a part-time or seasonal basis, as a temporary City employee. A temporary appointment requires approval of the City Manager, or designee, the Director of Management and Budget and the Director of Human Resources. These assignments are not to exceed six months. A qualified person may be appointed to a temporary assignment without a job posting or other advertisement, however, is subject to the same post offer employment procedures as a regular full-time employee.

**REC-005 Performance Planning and Review.** To ensure that the quantity and quality of work performed by employees meet the needs of the City, employees and their supervisors will define and reach a mutual understanding concerning the performance standards and objectives set for each employee. The Human Resources Department provides the methods by which supervisors should establish these standards and objectives. The policy applies to all employees except where collective bargaining agreements and/or State law apply to Police and Fire employees

*Applicable City Procedures*

REC-005.001 Employee Performance Review Procedural Guidelines

**REC-007 Equal Employment Opportunity** The City of Corpus Christi will not discriminate against any applicant or employee based on race, color, religion, sex, pregnancy, age, sexual orientation, gender identity, national origin, military status, citizenship, work related injury or illness, disability, or genetic information.

**REC-008 Volunteer Program.** The city allows and encourages departments to use volunteers to support business functions. Departments may establish specific procedures regarding the use of volunteers, based upon operational and/or business needs, so long as those procedures and

policies are not less restrictive than the provisions of this policy. Volunteers may be granted access to the City's e-mail system, so long as normal City policies, procedures, and supervision associated with such activity are followed.

The use of persons who are currently on probation for a felony offense, or Class A or Class B misdemeanor, or who are incarcerated for violations of the law, or whose employment ended as a result of violation of City policy or procedure, or Civil Service Board rules and Regulations is prohibited by the City.

*Applicable City Procedures*

REC-008.001 Guidelines for Use of Volunteers

REC-008.002 Procedures for Placement of Volunteers

**REC-009 Community Service Worker Program.** The City allows and encourages departments to use Community Service Workers to support business functions. Departments may establish specific procedures regarding the use of Community Service Workers, based upon operational and/or business needs, so long as those procedures and policies are not less restrictive than the provisions of this policy. Community Service Workers will not be granted access to the City's e-mail system.

The following individuals are not eligible to participate in the City's Community Service Worker Program: persons who are currently on probation for a felony offense; persons who are incarcerated for violations of the law; and persons whose employment ended as a result of violation of City policy or procedure or Civil Service Board rules and Regulations.

*Applicable City Procedures*

REC-009.001 Guidelines for Use of Community Service Workers

REC-009.002 Procedures for Placement of Community Service Workers

## **SAFETY (SAF)**

**SAF-001 Safety Responsibilities.** The City's Risk Management Division is responsible for general oversight of safety practices, documenting City-wide safety best practices, and serving as a resource to promote safe work practices. The Risk Management Division will perform a safety inspection of all City owned and inhabited facilities at least annually and ensure fire drills are conducted in all City facilities at least annually. Each City Department is responsible for safety procedures that address safety needs specific to their operations and for providing safety training. Employees should not be allowed to perform potentially hazardous tasks without first receiving training concerning the hazard, proper work methods, and appropriate equipment to be used. Employees are expected to participate in safety programs offered by management and are required to observe all applicable procedures, regulations, and instructions as determined by management.

*Applicable City Procedures:*

SAF-001.001	Facility Safety Inspections and Fire Drills
SAF-001.002	Confined Space Entry
SAF-001.003	Trenching and Shoring Safety
SAF-001.004	Traffic Control for Construction/Maintenance Zone Safety
SAF-001.005	City Hall Emergency Procedures

**SAF-002 Eligibility to Operate City and Personal Vehicles on the Job.** *Criteria to be eligible to operate a City or personal vehicle of any type during the course and scope of work:* 1) employees must possess the appropriate Texas Driver's License credential, 2) must complete the City's Defensive Driving course within 60 days of being hired and then every three years thereafter, and 3) the employee's department must have provided the Risk Management Division the driver's name, payroll ID number or identification as a temporary or volunteer, driver's license number and license classification, restrictions, endorsements, date of birth and driver's license expiration date. *Conditions under which driving privilege will be suspended or revoked include:* 1) Upon receiving a driver license suspension for any reason, employees shall be immediately prohibited from driving any City-owned vehicle or personal vehicle in the course and scope of employment. Upon reinstatement of driver license, employees may be eligible to drive again. All employees who drive in the course and scope of their employment are required to report within one working day a suspension or revocation of their license, or a driving while intoxicated conviction or probation regardless of whether the violation was committed on or off the job, to his/her supervisor who will in turn immediately advise the Risk Management Division of this fact. Failure of an employee to report a change in license status, or driving while intoxicated conviction or probation within one working day shall result in disciplinary action up to and including termination; and 2) Upon receiving a DWI conviction or probation an employee shall be immediately suspended from driving status for six months. A second DWI conviction or probation

will result in permanent suspension of the employee's driving privileges. This shall be in addition to any discipline rendered under the City of Corpus Christi's Civil Service Board Rules and Regulations. The supervisor or Department Director is required to notify Risk Management.

**SAF-003 Operating City and Personal Vehicles on the Job.** All employees must drive safely and comply with applicable laws of the State of Texas and City Ordinances and adhere to City driving rules and guidelines. Transporting private citizens is prohibited unless it is part of an official or authorized City function. Using hand-held electronic devices to engage in telephone calls, text messaging or other use while operating a City vehicle is prohibited, except when providing 911 services or when used by sworn police and firefighters. City vehicles are to be used only for official City business.

*Applicable City Procedures:*

SAF-003.001 City Driving Rules and Guidelines

**SAF-004 Vehicle Accidents.** Employees who have a vehicle or drivable equipment accident or incident while carrying out duties during the course of their work are required to immediately notify their supervisor. All vehicular accidents or incidents that involve property damage or personal injury will be reviewed by the Vehicle Accident Review Board (VARB).

*Applicable City Procedures:*

SAF-004.001 Reporting Vehicle Accidents

SAF-004.002 Vehicle Accident Review Board (VARB)

**SAF-005 Hazardous Chemicals.** The City shall comply with the Texas Hazard Communication Act (THCA) requiring all public employees in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed in their workplace. Each department will maintain current and appropriate Safety Data Sheets for all hazardous chemicals purchased unless the chemicals are specifically exempted from the requirements of the THCA.

*Applicable City Procedures:*

SAF-005.001 Communicating Potential Exposure to Hazardous Chemicals

**SAF-006 Bloodborne Pathogens.** Departments with a high potential for occupational needle stick injuries or bloodborne exposure should identify in writing procedures to address these risks. Departments should specifically identify job classifications where such exposures may occur (e.g. housekeeping personnel, first responders, and health care providers). Procedures should describe how to evaluate circumstances surrounding exposure incidents, should be accessible to employees, and reviewed annually.

*Applicable City Procedures:*

SAF-006.001 Bloodborne Pathogens and Needle Stick Injuries Procedures

**SAF-007 Personal Protective Equipment (PPE) Including Safety Shoes and Prescription Safety Glasses.** Personal Protective Equipment (PPE) including, but not limited to, safety glasses, hard hats, visibility vests, gloves, rain gear, hearing protection, gas monitoring devices, welding clothing and shields, life preservers, breathing apparatuses, and special application tools, shall be provided by the appropriate department. However, purchase of safety shoes and prescription safety glasses is the responsibility of the employee. Wearing safety shoes/boots is mandatory for all employees working in areas where there is a danger of foot injuries. The City will make available to eligible employees an annual allowance to purchase safety shoes/boots, or at the option of the employees, an allowance to purchase prescription safety glasses instead. Employees using their allowance to purchase prescription safety glasses are not exempted from wearing safety shoes/boots if they work in areas where there is a danger of foot injuries. The allowance is available to full-time City employees (both non-probationary and probationary) and part-time City employees. Use of PPE is the employee's responsibility and PPE not immediately available should be reported to the supervisor.

*Applicable City Procedures:*

SAF-007.001 Safety Shoes and Prescription Safety Glasses Allowances

**SAF-008 Safety Advisory Board.** There will be a Safety Advisory Board (SAB) designed to assist the City's Risk Management Division improve safety-related activities and processes and promote improved health, safety and wellness. The SAB will consist of members appointed by the Department Director/Supervisor for a two year term. They must be approved by the Safety and Risk Manager, and may consist of employees at all levels of the organization if their Department Director approves their participation.

*Applicable City Procedures:*

SAF-008.001 Safety Advisory Board Meetings and Responsibilities

**SAF-009 On The Job Injuries.** Employees must immediately notify their supervisor of any work related injuries or illnesses and submit the City's First Report of Injury of Illness Data Sheet no later than 24 hours after the injury or illness is reported. The information must be digitally submitted to the City's Third Party Administrator within 72 hours from when the injury was first reported. All injuries to City employees shall be investigated and documented by the department's safety representative and/or the department Director's designee. The City's intent is to ensure employees receive proper medical care and Workers' Compensation benefits during a period of disability as required by the Texas Workers' Compensation Act. The City will provide Workers' Compensation benefits to its employees under the terms of Chapter 504 of the Texas

Labor Code. When lost time occurs, the Division of Workers Compensation DWC Form-6 Supplemental Report of Injury must be sent to the City's workers' compensation Third Party Administrator within appropriate timeframes.

*Applicable City Procedures:*

SAF-009.001 Reporting On-the-Job Injuries