

City of Irving Policies and Procedures
Revised April 1, 2012

| Policy | Comment |
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| Breaks | Clarifies provision of private place for lactation breaks. |
| Catastrophic Leave Program | Provides definition for Donating Vacation as "Voluntarily contributing vacation hours that are deducted from the vacation leave balance of the donating employee and added to the sick leave balance of the receiving employee". The previous version indicated that donated vacation was added to the recipient's vacation balance. |
| Categories and Classifications of Workers <i>(formerly Categories and Classifications of Employees)</i> | Clarifies hours for PT employees. Defined volunteer and intern workers. Further revisions based on organizational changes. |
| Cellular Telephone Use | Revisions based on organizational changes only. |
| Criminal History Background Checks | Revisions based on organizational changes only. |
| Deferred Compensation | Revisions based on organizational changes only. |
| Demotions | Revisions based on organizational changes only. |
| Discipline | Revises Possession of Prohibited Weapons and Fireworks section to allow for exemptions as authorized by Section 52.061, Texas Labor Code. Further revisions based on organizational changes. |
| Discrimination Complaints | Revisions based on organizational changes only. |
| Drugs and Alcohol - DOT | Revisions based on organizational changes only. |
| Employee Safety - Salary Supplementation - Work Related Injuries | Policy **REMOVED** as provisions are covered elsewhere in the policies and procedures. |
| Employment of Relatives | Revisions based on organizational changes only. |
| Employment Verification | Revisions based on organizational changes only. |
| Equal Employment Opportunity | Revisions based on organizational changes only. |
| Ethics | Revisions based on organizational changes only. |
| Examinations and Tests | Revisions based on organizational changes only. |
| Family and Medical Leave * | Clarifies that sick leave hours covered under FML are considered sick leave used when calculating sick leave buy back. |
| Flex Time | Revisions based on organizational changes only. |
| Fraud, Waste and Abuse | Revisions based on organizational changes only. |
| General Complaints and Grievances | Revisions based on organizational changes only. |
| Gifts and Gratuities | Revisions based on organizational changes only. |
| Health - Medical - Fitness for Duty Exams | Revisions based on organizational changes only. |
| Health Fitness Assessment | Revisions based on organizational changes only. |
| Health Plan | Revisions based on organizational changes only. |
| Holidays | Clarifies that the unscheduled holiday must be taken in full eight hour increments and may not be taken in increments of less than eight hours. Removed example table depicting pay period upon which leave time is made available. |
| Hours Worked, Compensation and Rates of Pay | Revisions based on organizational changes only. |
| Identification Badge | Removed requirement that badge be worn "between the collar and waist area" and added "Civil Service employees shall be governed by applicable departmental policies and procedures in regards to wearing the I.D. badge". Further revisions based on organizational changes only. |

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| Inclement Weather | Addresses issues related to how exempt and part-time employees were handled in the previous version. |
| Internet and Electronic Mail Use | Revisions based on organizational changes only. |
| Language Skills Pay | Revisions based on organizational changes only. |
| Military Leave | Revisions based on organizational changes only. |
| On-Call Status | Requires that Directors and above respond within 15 minutes. |
| On-the-Spot Awards | Eliminates limitation of one such award per fiscal year. Further revisions based on organizational changes. |
| Outside Employment | Revisions based on organizational changes only. |
| Overtime Compensation and Compensatory Time | Allows employees to split additional time worked between overtime and compensatory time and considers Military Leave as time worked for purposes of calculating overtime when used during regularly scheduled work hours. |
| Paid and Unpaid Administrative Leave and Leave of Absence | Revisions based on organizational changes only. |
| Pay System | Revisions based on organizational changes only. |
| Performance Improvement | Revisions based on organizational changes only. |
| Personal Leave | Provides for use of Personal Leave for less than a full work day for exempt employees. Removed example table depicting pay period upon which leave time is made available. |
| Personnel Files | Revisions based on organizational changes only. |
| Political Activity | Revisions based on organizational changes only. |
| Position Classification and Pay | Revisions based on organizational changes only. |
| Promotions | Revisions based on organizational changes only. |
| Recruitment | Revisions based on organizational changes only. |
| Salary Supplementation | Revisions based on organizational changes only. |
| Scope and General Provisions | Removes requirement for City Manager review of departmental policies. Further revisions based on organizational changes. |
| Searches | An employee is prohibited from bringing any illegal property onto City premises including any property that is prohibited by another City policy. This includes, but is not limited to, firearms and other weapons <u>except as authorized by Section 52.061, Texas Labor Code</u> , illegal drugs and alcohol. |
| Sexual and Other Illegal Harassment | Revisions based on organizational changes only. |
| Sick Leave | Restores section related to Catastrophic Dependent Sick Leave inadvertently omitted from revisions in 2010. Further revisions based on organizational changes. |
| Sick Leave Buy Back * | Clarifies that sick leave hours covered under FML are considered sick leave used when calculating sick leave buy back. |
| Smoking | Revisions based on organizational changes only. |
| Social Media (formerly Social Networking) | Revised to reflect current practices. All instances of "Social Networking" were changed to "Social Media." Basic grammar and content flow issues were adjusted. Further revisions based on organizational changes. |
| Substance Abuse | Revisions based on organizational changes only. |
| Supplemental Benefit Plan | Revisions based on organizational changes only. |

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| Tax Savers Plan | Revisions based on organizational changes only. |
| Temporary Modified Duty | Revisions based on organizational changes only. |
| Termination of Employee Status | Revisions based on organizational changes only. |
| Termination Pay | Revises policy to state that a regular full-time employs who resigns, retires or who is dismissed from the City will be paid for all unused unscheduled holiday time up to the maximum allowable accrual of 16 hours. Also provides for payment of Holiday Leave to both general government and civil service employees in Police and Fire for holidays that have passed but could not be taken due to scheduling issues. |
| Texas Municipal Retirement System | Revisions based on organizational changes only. |
| Tool Allowance | Revisions based on organizational changes only. |
| Transfers | Revisions based on organizational changes only. |
| Tuition Reimbursement | Defines semesters eligible for reimbursement as the standard three semesters of spring (January through May), summer (June through August), and fall (September through December). Reimbursements are limited to three semesters annually. Further revisions based on organizational changes. |
| Vehicle Use | Clarifies that drivers are "eligible" not "certified". Further revisions based on organizational changes. |
| Weapons Ban and Violence Prevention | Clarifies that this ban includes keeping or transporting a weapon in any vehicle in a City-provided parking area except as authorized by Section 52.061, Texas Labor Code. Further revisions based on organizational changes. |
| Working in More than One City Department | Revisions based on organizational changes only. |

*Revised October 1, 2011