

## RESOLUTION NO. 34-64

WHEREAS, it is necessary to revise the personnel policy of the City of Mesquite, which was adopted by the Governing Body of the City of Mesquite on July 18, 1960;

WHEREAS, it is the desire of the City Council of the City of Mesquite that all personnel of the City of Mesquite be fully informed regarding the revised personnel policy;

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

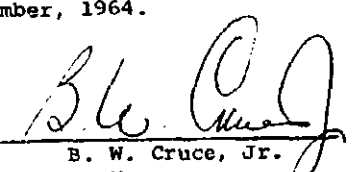
Section 1. That the attached revised City of Mesquite Personnel Policy is hereby adopted and made a part of this resolution the same as if copied in full herein.

Section 2. That hereafter, the rights, duties, privileges and obligations of the employees of the City of Mesquite shall be determined by the provisions of this Resolution and the revised policy adopted herein.

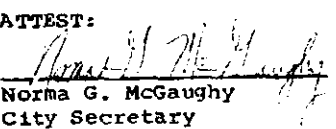
Section 3. That the personnel policy adopted by Resolution No. 16-60 on July 18, 1960, is hereby rescinded.

Section 4. That this resolution shall take effect immediately from and after its passage, as the Charter in such cases provides.

DULY PASSED BY THE GOVERNING BODY OF THE CITY OF MESQUITE, TEXAS, on the 8th day of September, 1964.

  
B. W. Cruce, Jr.  
Mayor

ATTEST:

  
Norma G. McGaughey  
City Secretary

ESTABLISHING A PERSONNEL SYSTEM

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PERSONNEL POLICY ESTABLISHING A PERSONNEL SYSTEM

I.

STATEMENT OF PERSONNEL POLICY

Public service of a high quality is essential to the continued health, safety, welfare and good life in the City of Mesquite and it is the principal means by which the City will achieve its maximum potential. A competent staff of personnel is essential to the provision of a community service program and thus is essential to the provision of a high level of public service.

The purpose and intent of a personnel program is to provide a career service program for the employees of the City of Mesquite. Under this program the City shall endeavor to recruit, employ and retain those persons, best qualified on the basis of merit and fitness, to carry out the City's Service Program. Continued employment shall be subject to good behavior, satisfactory performance of duties and responsibilities, the necessity for the performance of the work and the availability of funds. This program shall also attempt to provide:

1. Training for the development of employee capabilities;
2. Just and equitable incentives and compensation;
3. Promotional opportunities to encourage the full use of employee skills and abilities;
4. Recognition of the rights and interests of employees consistent with the best interests of the public and the City.

The policy which follows shall provide a framework for the continued development of the City's career service program, as well as guides for the handling of daily personnel matters; however, they cannot be so precise and complete as to describe every employment situation. The City public service consists of men and women of good will, working together in the common interest of the citizens of the City. In this spirit of harmony this personnel program is established to foster wholesome relationships and conditions of employment in the career service of the City of Mesquite.

II.  
DEFINITIONS

Allocate - shall mean the act of assigning each position to its proper class.

Appoint - shall mean the act of the departmental supervisor in assigning to a position such applicants as have been certified by the personnel office.

Certify - shall mean the act of the Personnel Officer in supplying the departmental supervisor with names of applicants who are eligible for appointment to the class and positions for which certification is requested.

Class - shall mean a position, or group of positions, having similar duties and responsibilities, requiring similar qualifications, which can properly be designated by one title indicative of the nature of work and which carry the same salary range.

Department - shall mean a major operating division or segment of the City Government.

Departmental Supervisor - shall mean an officer or employee designated by the City Manager to be the head of a department and who shall appoint and remove employees of his department, subject to approval by the City Manager.

Eligible - shall mean a person who meets the qualifications for employment and is available for appointment.

Grievance - shall mean an act, occurrence, or attitude, either expressed or implied, resulting in a feeling of inequitable or unjust treatment by an employee.

Overtime - shall mean work done in excess of the regular work shift during any 24-hour period.

Position - shall mean a group of duties and responsibilities, assigned or delegated by competent authority, requiring the full time or part time services of an employee.

Promotion - shall mean the assignment of an employee to a position having a higher maximum salary with a higher level of duties and responsibilities than the position from which assignment is made.

Transfer - shall mean the assignment of an employee from one position to another position having the same salary, duties and responsibilities.

III.  
ORGANIZATION FOR PERSONNEL ADMINISTRATION

The City Council of the City of Mesquite shall approve the personnel rules and regulations and approve the position classification and pay plan.

The City Manager:

A) May appoint a Personnel Officer who shall be trained and experienced in personnel administration and who shall have the responsibility for the administration of the City's personnel program.

B) Shall approve or disapprove all appointments, separations, promotions, demotions, transfers, and salary adjustments and related matters, as recommended by departmental supervisors and the Personnel Officer.

The Personnel Officer shall be responsible to the City Manager for the administration and technical direction of the City personnel program. The Personnel Officer shall:

A) Establish and maintain a roster of all employees of the City of Mesquite in which shall be set forth, as to each employee, the class, title, pay and/or status, and other pertinent data.

B) Certify payrolls that the names of persons which appear thereon have been appointed under the provisions of the personnel program and are current employees in good standing.

C) Promote and develop, in cooperation with other departmental supervisors, programs for the improvement of employee effectiveness, including the training, safety, health and general welfare of all employees.

D) Encourage and exercise leadership in the development and maintenance of effective personnel administration within the several departments of the City Government and to make available the resources and facilities of the Personnel Office toward achieving this objective.

E) Investigate periodically the operation and effect of this personnel program.

F) Make monthly and annual reports regarding the work of the Personnel Department and such special reports as may be considered desirable to the City Manager.

G) To perform any other related duties which may be considered necessary or desirable to carry out the purposes, provisions or intent of this Personnel Program.

IV.  
APPOINTMENTS

All appointments to the City service shall be made according to merit and fitness. Merit and fitness may be ascertained by examinations which shall be prepared and administered under the direction of the Personnel Officer. Examinations shall relate to those factors which will test fairly the capacity and ability of applicants to discharge efficiently and effectively the duties and responsibilities of the position for which the examinations are held. Examinations may be assembled or unassembled and may include written, oral, medical, performance or similar tests, or any combination of these.

Residence

Other qualifications and considerations being equal, persons residing within the corporate limits of the City of Mesquite will be given preference in all appointments.

Nepotism

No person related within the 2nd degree by marriage or within the 3rd degree by blood to the Mayor, or any member of the City Council shall be appointed to any position or service in the City. Only when no other qualified applicant is available will a person related within the 2nd degree by marriage or within the 3rd degree by blood to any employee of the City of Mesquite be appointed to a position in the City. Under no circumstances will persons who are related to any degree be employed in the same department.

Age

In no case shall applicants under the age of 21 years be appointed as commissioned officers in the Police and Fire Services or under 18 years of age as a non-commissioned officer in the Police and Fire Services or in any other service or department of the City to fill a regular full time position.

Reappointment

Former employees of the City will not be given consideration for reappointment, except as provided herein, unless special circumstances warranting such consideration exist in the opinion of the City Manager.

### Employment Classifications

All appointments shall be made to one of the following classifications of employment:

- A) Regular full time - requiring service for the normal full work day.
- B) Regular part time - requiring service for a fraction of the normal full work day.
- C) Temporary - requiring service that will last for a limited period of time - not to exceed 6 months during any 12-month period.
- D) Special Services - Requiring service of a specialized nature to be provided on a retainage basis.

### Probationary Period

All appointments, except temporary appointments, and re-appointments shall be made to probationary status.

The period of probation shall be that period of time between the employee's date of appointment and the date he or she becomes eligible for the first salary adjustment -- 6 or 12 months, with the exception of the Police and Fire Services, where the probationary period shall be 18 months. An extension of the probationary period may be granted in individual cases, upon recommendation of departmental supervisor and approval of the City Manager. An employee shall be retained beyond the probationary period and granted permanent status only if recommended by his departmental supervisor and approved by the City Manager and only on the basis that the services of the employee have been satisfactory.

The departmental supervisor shall use the probationary period to closely observe and evaluate the work of the employee and for securing the most effective adjustment of the new employee to his position. Only employees satisfactorily completing the probationary period shall acquire permanent status and participate in the accompanying privileges and benefits. Temporary part time employees shall be entitled to none of the privileges and benefits of permanent status.

The departmental supervisor, at any time during the probationary period, may remove an employee whose performance does not meet the required work standards. If an employee promoted to a higher class is found unsuited for the work class during the probationary period, he may be reinstated to the former class, provided there is a vacancy and permanent status had been attained in the class.



V.  
CLASSIFICATION PLAN

The classification plan provides a complete inventory of all positions in the City of Mesquite and accurate descriptions and specifications for each class of employment. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities. The positions in the City service are grouped into classes so that all positions with similar duties and responsibilities are in the same class. The duties and responsibilities of a position determine to which class the position shall be allocated. A written description, known as the class specification, is prepared for each class.

Reclassification - Should the duties and responsibilities of a position materially change, the position may be reclassified. An employee or Departmental Supervisor may request a reclassification of his position. This request shall be submitted to the employee's Departmental Supervisor and shall set forth the reasons justifying a reclassification and a recommendation for reclassification. The recommendation shall then be forwarded to the Personnel Officer. The Personnel Officer shall study the position in question, revise the job description if necessary and submit his recommendations to the City Manager who shall make a final determination. Written notice of the decision shall be furnished to the employee initiating the request and to his Departmental Supervisor.

Interpretation of Class Descriptions - Descriptions and specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated and treated as a whole definition of the class. Class specifications are intended to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

VI.  
SALARY PLAN

The salary plan provides a systematic program for the compensation of employees. The plan recognizes the following factors which are important in determining an employee's value to the City -- growth, stability and performance. The salary plan includes a basic table of monthly pay rates and a schedule of salary ranges for each position in the classification plan consisting of base, maximum and intermediate growth rates. Each employee shall be compensated at one of the rates set forth in the plan for the position in which he is employed.

Development and Maintenance of Salary Ranges

Salary ranges shall be established for each position according to the following considerations:

- A) The level of duties and responsibilities of the class
- B) The salary ranges for other classes
- C) The availability of employees in particular occupational categories
- D) Prevailing rates of pay for similar positions in private industry and other public jurisdictions
- E) Cost of living factors

The salary ranges are intended to furnish administrative flexibility in providing employees with incentive and meeting emergency conditions requiring pay adjustments.

Salary adjustments within the appropriate ranges shall be based on merit and shall be from one step to the next higher step. Employees shall become eligible for salary adjustments according to the frequency with which growth can be measured for the class as indicated in the salary plan. No automatic increases will be given.

Overtime - It shall not be the general policy of the City of Mesquite to have its employees regularly work frequent or considerable overtime. However, when employees are required to work overtime they shall receive one and one-half (1½) times regular pay for the time worked. Employees who are called from off duty after the end of the regular work shift shall receive a minimum of one hour's pay.

Hourly Rates - When in the best interest of the City an employee is to be paid at an hourly rate the appropriate hourly rate shall normally be computed as follows:

$$\text{hourly rate equals} = \frac{\text{Monthly rate} \times 3 \text{ months}}{13 \text{ weeks}} + 40 \text{ hrs.}$$

Certification of Payrolls - Prior to the payment of any salary, wage or other compensation for personnel services, the Personnel Officer shall certify that each person named on the payroll has been employed in accordance with the appointment and classification procedures and that all are current employees in good standing and that any compensation, including overtime recommended by the Departmental Supervisor, is in conformance with the provisions of this personnel program.

VII.  
LEAVE

Holidays - The following holidays, and such other days as may be designated from time to time by the City Council, shall be observed as official holidays by employees of the City of Mesquite:

New Years Day	January 1
San Jacinto Day	April 21
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25

Whenever any one of the above designated holidays falls on Saturday the holiday shall normally be observed the preceding Friday. Whenever one of the above holidays falls on Sunday the holiday shall normally be observed on the following Monday.

All employees shall receive full pay for each holiday observed by the City. Employees, who because of the nature of their work are required to be on duty on a holiday, shall normally be compensated with equal compensatory time off. Employees who, because of the nature of their work cannot be given compensatory time off, will be paid for the holiday worked. Part time employees shall observe holidays with pay on the same basis (pro rated) as regular full time employees. No employee shall be paid for holiday, however, unless he has been in pay status on the working day immediately preceding and following the holiday. Holidays that fall during an approved leave of absence with pay shall not be charged as days of leave taken.

Annual Leave - All regular employees, excluding temporary employees, who are in good standing, shall receive two (2) work weeks vacation per calendar year with full pay. Those employees who are employed as of January 1st and do not use any sick leave during the calendar year shall receive two additional days annual leave the following calendar year.

Annual leave with pay shall be earned at the rate of 5/6 day per month (for pro rata purposes) and shall begin to accrue immediately upon appointment, for regular employees, but may not be used until completion of 6 months satisfactory service. Annual leave may be accumulated to a maximum of four (4) work weeks and preferably, should be used in the full amount at one time.

Employees may not elect to take pay in lieu of annual leave. Any regular full time employee leaving the services of the City in good standing following one year of continuous service shall be paid for unused accrued annual leave not to exceed four work weeks. Annual leave shall be scheduled by the department head and certified by the Personnel Officer to the convenience of the employee, insofar as possible, so as not to cause interference with the normal functioning of the City's operation.

Sick Leave - All regular employees, excluding temporary employees, who are in good standing, shall receive two (2) work weeks sick leave per calendar year with full pay. Sick leave time shall be earned at the rate of 5/6 day per month for pro rata purposes and shall begin to accrue immediately upon appointment, but may not be used until the employee has satisfactorily completed 6 months satisfactory service. An employee absenting himself from duty due to sickness shall notify his supervisor no later than on the first day of absence. Sick leave shall be used only in the amount actually earned and may be accumulated to a maximum of ninety days. An employee who, during the course of any one calendar year does not use any sick leave, shall receive additional annual leave as provided in this policy. Employees leaving the services of the City shall not be paid for accumulated sick leave.

Sick leave shall be granted only for absence from duty because of personal illness. Upon request by his supervisor an employee shall submit a statement from the attending physician as to the nature of his illness and indicating that the employee may safely return to work. An employee shall submit to a physical examination by the City physician when requested by his supervisor to do so. An employee suffering from extended illness shall furnish his supervisor with a progress report from the attending physician at such intervals as may be requested by his supervisor.

Injury Leave - Employees sustaining injury arising out of or in the course of the performance of his job in the services with the City of Mesquite shall be examined and receive emergency treatment, if necessary, by the City physician or such other physician as requested by the employee and approved by the City Manager; and shall be granted injury leave. Such leave shall not be charged to either annual or sick leave. The term of the leave shall be determined upon the receipt of a statement of the physician and shall depend upon the character, degree and potential duration of the injury, as determined by the City physician and/or such other physician as approved by the City of Mesquite. Upon returning to work the employee shall submit to a physical examination when requested by his supervisor to do so.

An employee whose injury necessitates that he be off work seven days or less shall be paid his full salary. An employee whose injury necessitates that he be off work more than seven days shall be paid the difference between his full salary and the compensation provided through the Texas Employers Liability Law. An employee who is totally and permanently disabled or incapacitated by injuries shall be compensated on the basis of provisions of the Texas Employers Liability Law and the Disability Benefits of the Texas Municipal Retirement Act.

Emergency Leave - Emergency leave with pay up to a maximum of three calendar days shall be granted permanent employees in the case of death or the imminence of death in the immediate family. Immediate family shall be defined as husband, wife, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or other member of kinship who may be residing under the same roof with an employee at time of death.

Death of relatives other than those mentioned above not included in the immediate family shall be considered individually and such time allowed as circumstances warrant.

Court Leave - Employees called upon for jury service will receive their regular salary from the City during such service.

An employee who is summoned as a witness to appear on behalf of any city, the State, or Federal Government shall be granted court leave and will receive their regular salary from the City during such service.

All fees paid and expenses reimbursed by the court shall be retained by the employee, provided that the City did not furnish travel, meals, room hire, and miscellaneous expenses, in which case expenses borne by the City and reimbursed by the court shall be reimbursed to the City.

Military Leave - Regular employees, who are members of the National Guard, official militia of Texas, or any of the Reserve Components of the Armed Forces of the United States, when ordered or authorized by proper authorities, shall be entitled to leave with pay during any period when they shall be engaged in field training or encampment, or when ordered to duty with troops for field exercises or for instruction. This leave is limited to fifteen calendar days during any one calendar year.

Military leave with pay benefits shall not include employees engaged in temporary employment with the City or any employee who may be entering upon military leave for an indefinite period as a result of draft or enlistment.

Leave of Absence - A regular full-time employee may be granted a leave of absence without pay by the City Manager on recommendation of the Departmental Supervisor, if in the best interest of the City, for a period of one year. A request for an extension may be granted upon approval by both to engage in a course of study or for other good and sufficient reasons which are considered to be in the best interest of the City. Requests for leaves of absence in excess of one year must include a statement of intent on the part of the employee, indicating the purpose and approximate time of the absence, and be accompanied by a letter of resignation. Although a resignation is required, an employee may be re-employed, if a vacancy exists, in a position for which he or she is qualified to fill, provided an application for employment is submitted within 30 days after termination of the authorized absence.

Maternity Leave - Regular full-time employees who become pregnant must, by the end of the third month of pregnancy, submit to the Departmental Supervisor a doctor's written statement giving the approximate date of birth and a recommended stop work date. In any case the employee must resign by the end of the sixth month of pregnancy. Although a resignation is required, the employee may be re-employed in the position formerly held or to another position for which she is qualified, if a vacancy exists, provided an application for employment is submitted within 150 days of termination, with probationary period waived.

Educational Leave - Due to the benefits received by both the employee and the City, employees are expected to keep abreast of new developments and to take an active part in professional associations peculiar to their field of endeavor.

Departmental Supervisors may grant employees special leave with pay and actual expenses to attend professional conferences, short schools and related activities and to visit other cities in the interest of the City of Mesquite, as authorized by the City Manager.

VIII.  
SEPARATIONS AND DISCIPLINARY ACTIONS

Resignations - An employee wishing to leave the service of the City in good standing should notify his departmental supervisor at least two weeks in advance of his expected date of termination. The resignation must be in writing and must contain reasons for leaving the employment of the City.

An employee absenting himself from duty for any reason shall notify his supervisor no later than on the first day of absence. Unauthorized absences from work for a period of two (2) days may be considered by the Departmental Supervisor as a resignation.

Reduction in Force - Whenever there is lack of work or funds, requiring reductions in the number of employees, lay-offs shall be made on the basis of length and quality of service. Whenever possible, employees will be offered other work of similar character and pay.

In all cases, except for disciplinary reasons, an employee shall be given two weeks notice before being laid off, the two weeks to include any accrued vacation leave for which the employee is eligible.

Any employee laid off without prejudice because of reduction in forces shall be given first consideration for reinstatement when new positions are created in the same classification.

Suspension - The Departmental Supervisor, with approval of the City Manager, may suspend an employee without pay for up to two work weeks for disciplinary reasons. A written statement of the reasons for the suspension must accompany the suspension notice, a copy of which must be submitted to the employee affected.

Demotion - The Departmental Supervisor, with approval of the City Manager, may demote an employee in salary or in



position for disciplinary reasons. The demotion notice must be accompanied by a written statement of the reasons for the demotion. The period of time of the demotion must be specified. A copy of the written statement must be submitted to the employee affected.

Dismissal - A probationary employee may be dismissed without formal charges or hearing by the Departmental Supervisor. A regular employee may be dismissed for cause by the Departmental Supervisor with approval of the City Manager. The employee shall be notified in writing of the cause or causes for dismissal.

The following shall be regarded as cause for dismissal, demotion or suspension of an employee though charges may be based on causes other than those enumerated:

- A) Incompetency, inefficiency, or negligence in the performance of duty.
- B) Insubordination, habitual tardiness or absenteeism.
- C) Discourteous or offensive conduct toward fellow employees or to the public.
- D) Refusal to pay or ignoring just debts.
- E) Actions showing lack of good moral character or a high level of personal conduct both on and off the job.
- F) The presence of some permanent or chronic physical or mental ailment or defect which incapacitates the employee from proper performance of his duties.
- G) Conviction of a felony.
- H) The fraudulent or willful violation of these personnel rules and regulations.

I) The conduct of any private business or undertaking concurrently with employment by the City of Mesquite, which adversely affects the time or quality of the performance of the employee's duties and responsibilities or which might bring embarrassment to the City of Mesquite.

J) The receipt of any gift, reward or other form of remuneration, in addition to regular compensation, from any outside source for the performance of the employee's regular duties and responsibilities when by its receipt the position of the City and/or the employee would tend to be compromised.

Disciplinary Hearings - An employee who is suspended, demoted or dismissed shall have the right to a hearing. To be eligible for a hearing the employee must submit a written request for the hearing to his Departmental Supervisor no more than one week after the effective date of the suspension, demotion or dismissal. If a satisfactory adjustment is not reached between the employee and the Departmental Supervisor, the employee may appeal in writing to the City Manager. A three-member Employee Fact Finding and Advisory Committee shall then be selected by the City Manager to investigate the disciplinary action and submit its recommendation to the City Manager within one week. The City Manager shall consider the recommendation of the Committee and notify the employee of his decision within three days. The decision of the City Manager shall be final.

IX.

EMPLOYEE GRIEVANCE ADJUSTMENT PROCEDURE

The policy of the City shall be to adjust grievances of employees promptly and fairly. An employee who believes that he has received inequitable or unjust treatment or believes that some condition directly affecting him as an employee should be changed, may submit a written request for adjustment of the grievance.

The grievance adjustment request shall first be presented in writing to the employee's supervisor. If a satisfactory adjustment is not developed at that point, the grievance may be appealed in writing to the employee's Departmental Supervisor.

If a satisfactory adjustment of the grievance is not reached between the employee and the Departmental Supervisor, the employee may appeal the grievance in writing to the City Manager. A three-member Employee Fact Finding and Advisory Committee shall then be selected by the City Manager to assist in the grievance adjustment by investigating the grievance and submitting its recommendations to the City Manager. The City Manager, in reaching his decision, shall have the assistance of the report of the Fact Finding and Advisory Committee. His decision shall be made within three days and his decision will be final.

Grievances shall be presented within one week after occurrence or development of the problem in question. The presentation of a grievance by an employee may utilize such time during working hours as is essential; however, preparation and investigation of grievances shall be on the employee's own time. A decision shall be made by the supervisor hearing the request within three days after receipt of the grievance. One week shall be allowed for appeal of a grievance to the Departmental Supervisor, but no appeal shall be made until a decision is made by the Supervisor considering the grievance.

Upon appeal of the grievance to the City Manager, and appointment of the Fact Finding and Advisory Committee, the Committee shall have one week in which to investigate the grievance and submit its recommendation to the City Manager. The City Manager shall then consider the grievance and notify the employee of his decision within three days.

X.  
OTHER EMPLOYEE RELATIONS PROGRAMS

Employee Training - The Personnel Officer shall establish and maintain an educational training program for City employees. The purposes of this program shall be to increase operational efficiency and to assist employees in preparing themselves for positions of increasing difficulty and added responsibility. Employee participation in the program shall be a consideration in all salary adjustments.

Performance Rating - The Personnel Officer shall establish and maintain a program for rating the work performance of City employees. The performance rating shall be designed to permit the evaluation and rating of the employee's performance as accurately and fairly as is reasonably possible. The purposes of the program shall be used as a guide in determining the needs for training, the desirability of a merit increase in salary, the desirability of transferring an employee, and the desirability of promoting an employee.

Retirement - Retirement shall be compulsory on December 31st of the year in which the employee becomes 65 years of age or in which he completes 15 years of service, whichever last occurs. Employment beyond this may be continued on an annual basis upon approval by the City Manager until the employee reaches 70 years of age when the following conditions have been met:

- A) A written request for continued employment is made by the employee.
- B) The employee satisfactorily passes a medical examination administered by a medical doctor appointed by the City.

c) A request made by the employee's supervisor certifying that the employee's performance merits his continued employment and that the organization has continued need for his services.

Political Activities - All employees are encouraged to exercise their legal right to vote but shall not engage in unusual political activity, either on or off duty, or participate in municipal election campaigns. Any employee choosing to become a candidate for any elective public office shall first leave the services of the City.

Changes in Address and Telephone - Employees should notify the Personnel Office and the Departmental Supervisor of changes in address or telephone number so that they may be reached at all times by either telephone or mail.

Changes in Dependents - Any changes in dependents or marital status should be reported by employees to the Personnel Office so that the Federal Withholding Exemption Certificate may be kept up to date.

Marriage of City Employees - If two City employees marry, it will be required that one or the other of them resign from his or her position with the City Government.

Restrictions Regarding Outside Compensation - No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by any employee for the performance of his duty. If a reward, gift or other form of remuneration is made available to the employee, it should be credited to a designated employee fund and then only with the approval of the City Manager.

Use of Official Badge or Credentials - Officials or employees who wear a badge or other official insignia or who bear credentials as evidence of their authority and/or identity, shall not permit such badge or insignia

to be used or worn by any other person, or to otherwise leave their possession without approval by the Departmental Supervisor. The Departmental Supervisor shall not grant such approval except as to persons regularly and formally appointed to the position designated by the badge or insignia.

Use of City Equipment or Facilities - City equipment and facilities shall be used for official purposes only.