

POLICIES AND PROCEDURES - Procedures

H. GENERAL PROCEDURES

1. Breaks

If authorized by their immediate **supervisor**, **employees** may take two (2) 15-minute breaks each working day, one in the morning and one in the afternoon. Such breaks shall be considered a privilege and not a right, and shall never interfere with proper performance of the work responsibilities and work schedules of each **department**. Breaks will not involve travel from work location, nor will they accrue. Breaks not taken will be forfeited.

2. No Smoking Statement

Effective January 1, 1993, all City Buildings were designated "smoke and tobacco" free.

3. Dress and Personal Appearance *(amended to policy, August 10, 1995)*

- a. All office personnel should strive to dress and appear as professionals. Clothing should be clean, pressed or wrinkle-free, not immodest or unconventional during working hours.
- b. On designated Fridays - attire may be relaxed but still should remain within the confines of professionalism and good taste.

Some guidelines are suggested:

(1) Shirts with City Logo (if available) may be worn.

(2) Neat jeans that are pressed or are not tight fitting are permitted.

(3) No gym clothes; T-shirts with messages; beach or sloppy attire, no beach thongs or sandals.

(4) Athletic shoes, if worn, should be clean and in good repair.

(5) Clothes should be without holes or frayed areas.

(6) No short-shorts or cut-offs.

- c. Exceptions may be made for special events or holidays or other occasions designated by the City Manager.
- d. It will be the responsibility of the supervisors to ensure that employees present both a professional attitude and professional image to the public we serve.
- e. Employees who are issued uniforms will maintain a clean, neat appearance in accordance with individual department policies and circumstances.

4. Travel Reimbursement Procedures *(Adopted 1/30/95)*

a. General

Departments are expected to manage travel and training expenses within budgeted amounts. Pre-approval by the Department head is required for all travel expenses. Travel and training expenditures of \$1,000 or more, or travel out-of-state requires pre-approval by an Executive Team Member. Destinations outside the continental United States would require pre-approval by the City Manager. It is expected that prudent judgment and discretion be exercised in the approval of travel/training resources.

The purpose of the City of College Station Travel Policy is to reimburse all allowable expenditures, while keeping required paper-work and delays to a minimum. Employee travel expense, as with any other purchase, represents an expenditure of City funds. Each employee is responsible for assuring that expenditures are prudent and necessary. Employee diligence is required to obtain competitive prices for city paid expenses.

An employee traveling overnight must receive a "travel leave authori-zation number" from the respective department before incurring expenses. The number will be used to track all expenses associated with a specific trip. All check requisitions, limited purchase orders and travel expense reports must include this number.

b. b. Lodging

The City will pay lodging expenses at the single occupancy rate. An employee taking a spouse will pay any cost differences for double occupancy. The City will pay room charges only; additional expenses such as movies or room service are considered personal expenses of the employee and are to be paid for by the employee. Only business phone calls will be paid for by the City. A detailed billing of

hotel expenses must be attached with the "travel expense report form" as documentation of City credit card use.

c. Transportation

The City will pay all reasonable and necessary transportation costs incurred for required travel relating to work/training. Air travel will be paid for at the commercial coach fare rate only. Receipts must be provided to Accounting. Use of ground transportation, such as taxis or parking is reimbursable, with receipts required for any individual expense in excess of \$10.00. Transportation expenses are to be reported separately from meal allowances.

Note: Most airlines allow discounted fares if the passenger stays over a Saturday night. The city will pay for lodging and meals for the extra day(s) provided that the costs do not exceed the savings on the airfare.

d. Personal Vehicles

It is City policy that a city-owned vehicle be used for work-related travel. If a city-owned vehicle is not available, or use of that vehicle is not practical, the **Department Head** may authorize use of an **employee's** personal vehicle. Reimbursement for use of a personal vehicle is at the current rate per mile as set by the Texas State Legislature and based on the official State Mileage Guide. As of September 1, 1991, this rate is twenty-seven and one half cents per mile. The reimbursement rate covers all vehicle related expenses, including gasoline. Reimbursement for out-of-state travel in a personal vehicle is limited to the lesser of a) twenty-seven and one-half cents per mile or b) the cost of a 21 day advance non-refundable round trip coach air fare and related expenses. (Ex. taxi, rental car, etc...) An "Alternate Mode of Travel" form must be filled out in advance when driving a personal vehicle out of state. The form must be turned in with the "Travel Expense Report". Any additional time required for the trip due to driving may be charged to vacation time depending on the circumstances surrounding the travel. City-owned gasoline credit cards are available for use only with city-owned vehicles.

Note: Car Allowance Exception - Car allowances are intended to pay for the wear and tear on a vehicle and local gas expense. An **employee** with a car allowance who is traveling out-of-town (over 50 miles) in a personal vehicle will be reimbursed at a rate of ten (10) cents per mile. The

reduced rate covers gasoline expense while any wear and tear/depreciation is covered by the car allowance.

e. Meals

(1) Meal expenses incurred as part of overnight travel for work/training are paid on a scheduled rate with no receipts necessary. Current rates are as follows:

	In-State	Out-of-State
Breakfast	\$ 7.00	\$ 8.00
Lunch	10.00	12.00
Dinner	18.00	25.00

(2) Meal expenses incurred on day trips will be reimbursed for actual expenses subject to the scheduled rates listed above. Per diem will not be paid for day trips.

(3) Reimbursement will be made only for those meals actually paid for by the **employee**. Meals included as part of a city-paid registration fee will not be reimbursed again as part of the meal allowance.

(4) On the day of departure from College Station, breakfast is reimbursable if departure is prior to 7 A.M.; lunch reimburs-able if departure is prior to 11 A.M.; dinner reimbursable if departure is prior to 4 P.M. On the day of return to College Station, breakfast is reimbursable if return is after 9 A.M.; lunch reimbursable if return is after 1 P.M.; dinner reimburs-able if return is after 7 P.M.

f. Business With Vacation

If the **employee** extends the length of their travel to take vacation, then only business expenses will be reimbursable. Meal allowances and lodging expenses will be based on what the latest departure time and earliest return time could have been had the **employee** only trav-eled on business. The latest departure time and earliest return time are the times to be listed on the "Travel Expense Report Form."

g. Travel Advance

The Accounting Office will issue a travel advance, based on those expenses the **employee** reasonably expects to incur in approved travel. Travel advance checks will be available each Friday afternoon (or last working day of the week)

before the date of departure. It is the **employee's** responsibility to submit a request for a travel advance to Accounting no less than 10 days prior to the date of departure. If a valid reason exists, the **employee** may request to pick up the check at an earlier date. The pick-up date should be indicated on the travel advance request. Early pick-up checks may be available on the third working day after Accounting has received the request.

h. Reporting

Employees must forward a "Travel Expense Report Form" and supporting documents to Accounting no later than five (5) days after returning from travel. A separate "Travel Expense Report Form" must be filled out for each **employee** who traveled overnight. All City Credit Card charges along with any other reimbursable expenses must have receipts turned in with the Travel Expense Report. The Travel Expense Report should be filled out in detail, itemizing all city expenses related to the trip and any personal expenses on the City Credit Card.

i. City Credit Card Use

All credit cards are the property of the City of College Station and are issued to **departments** for authorized purposes only. It is the responsibility of each **Department Head** to monitor and control credit card use. Credit card use is subject to all normal purchasing regulations; in addition, purchases are limited to approved travel expenditures and may not be used for local purchases, with the exception of approved local meals in connection with business or training. All expenditures on credit cards must be reported to Accounting within five (5) days after an **employee** has returned from travel.

It is recommended that all room service, in-room movies and personal phone calls be paid for by the **employee** at check-out time instead of charging them on the City Credit Card. Under no circumstances are souvenirs and similar items to be charged to the City Credit Card.

LOST/STOLEN/MISPLACED - In the event that a credit card is lost, stolen or misplaced, it is the individual's responsibility to immediately report the card number to the credit card company at 1-800-442-4757. Also, Accounting should be notified as soon as possible. If you do not know the card number, contact someone in your **department** or Accounting.

5. City-Owned Vehicle Use Procedures

- a. The use of a City-owned motor vehicle by an **employee** is neither a right nor a privilege but a trust conferred to facilitate necessary performance of job duties. City-owned vehicles shall be assigned and used only in the performance of official duty and not for personal use except as stated below. Any exception to this must be submitted in writing and must be documented for tax purposes.
- b. Operators of City-owned motor vehicles must meet certain standards and follow the requirements as outlined in this regulation. Any **employee** who will operate a City-owned motor vehicle must possess a valid driver's license and must have a clear driving record with limited moving violations. **Employees** who fail to do so will not be allowed to operate City vehicles (see City Driving Record Requirements, Section 2-C2).
- c. It shall be the duty and responsibility of all operators of motor equipment to report to their **supervisor** any defect in the mechanical equipment and to use every precaution to prevent additional property loss, expense, or recurrence of such conditions.
- d. Drivers of City-owned vehicles shall not transport unauthorized individuals. Authorized individuals may be transported with specific authorization. All drivers will be required to obey all traffic rules and regulations prescribed by law (i.e. seat belt regulation) and to use every safety measure possible to prevent accidents.
- e. Operators of motor vehicles used in the service of the City who violate this regulation or become involved in any accident will be subject to disciplinary action if, upon investigation, it is determined that the **employee** was responsible for such action or, through carelessness or recklessness, he contributed to the cause of such accident.
- f. Certain **employees** who are on-call may take City vehicles home overnight. This provision is limited by specific **supervisory** approval and is considered an additional benefit to the **employee** in order to ensure emergency response. Limited personal use of a City vehicle will be allowed as long as such use is enroute to either the work site or the **employee's** home. Such use should be cleared through the supervisor. Responsibility for emergency response will be reflected in the **Job Description** of that position. There may be occasions where security of equipment within vehicles is used as consideration for overnight permission.

6. City Facilities

- a. The City of College Station offers its **employees** numerous facilities for personal and business use. These facilities include the College Station parks and their picnic pavilions, recreational facilities (swimming pools, tennis courts, basketball courts, baseball fields, etc.), the Teen Center, the Conference Center, and Lincoln Center.
- b. To reserve facilities for personal use, most will require a reservation, a deposit, or a fee that has been determined by City Council. The College Station swimming pools, however, may be used by City **employees** for no admission fee. Those **employees** who are interested in using any of these facilities should contact the appropriate department to obtain further information on their established guidelines.
- c. These facilities may also be used for City business. This usage, however, depends on the availability of the desired facility. To schedule any meetings, appointments, or recreational activities, contact the appropriate **department**.

7. Authorized Personnel on the Job Site

Certain areas may be designated off-limits to unauthorized personnel by the **Department Head**. Relatives and/or friends of **employees** should try to minimize visits to the job site during the **employee's** normal working hours unless permission is granted by the **Department Head**.

8. Change of Address or Dependency

All address changes should be reported to the Human Resource Office as soon as possible so that permanent records can be adjusted. Any changes to **employee** status (i.e., marriage, divorce, adoption of children, etc.) should likewise be reported so that insurance records, if applicable can be changed.

9. Insurance Transmittals

Insurance claims, both medical and dental, are to be filed with the Human Resource Office. Insurance claim forms can be obtained from your **department** secretary or in the Human Resource Office. Please be sure to complete the insurance form and attach proper documentation. Itemized bills from your physician will be accepted in lieu of the Physician's statement on the back of the claim form. Itemized statements will not be accepted for payment purposes. Claims which are the result of a continued illness, can be submitted on a Supplemental Claim form, also available through the Human Resource Office.

10. Computer Software Use Policy

(Adopted 8/23/88)

- a. The City of College Station and its **employees** will comply with all applicable legal requirements concerning the reproduction and use of computer software.
- b. U. S. Copyright Law allows software to be copied for backup purposes only. Reproduction of software for any other reason constitutes a violation of Title 17 of the Copyright Act of 1976 as amended by the Computer Software Protection Act of 1980 and cannot be tolerated by the City.
- c. Making copies of computer software to do City and/or personal projects at home, or to share with others is strictly prohibited.
- d. Software purchased for and in use on one computer may not be used on a second computer simultaneously. If there is a valid business need for additional copies of the software, they will be purchased through established procurement channels.
- e. Computers, software and/or associated documentation may not be removed from City property without prior approval of the **Department** Director.
- f. Violation of this policy will result in disciplinary action as appropriate under the circumstances, up to and including termination.

11. Electronic and Voice Mail Policy *(Adopted 9/8/94)*

- a. This policy sets forth the city's regulations with regard to access to and disclosure of electronic mail messages sent or received by city **employees** with the use of electronic and voice mail (EVM) systems.

It also sets forth policies on the proper use of EVM systems provided by the city.

The city intends to honor these policies but must reserve the right to change them at any time with such prior notice, if any, as may be reasonable under the circumstances.

- b. Regulated Use of EVM:

You are to use the EVM systems for official business. Incidental and occasional personal use of EVM is permitted within the city, but such messages will be treated no differently from other messages.

The city reserves the right to access and disclose all messages, sent over its EVM systems, for any purpose.

c. Use by Third Parties:

Only city employees, or persons being directed by city employees for city business purposes, may use the EVM systems.

d. Monitoring by Supervisors:

Supervisors may review the EVM communications of the employee they supervise to determine whether there have been any breaches of security, violations of city policy or misuse on the part of the employee.

e. Access to Messages:

The city reserves and intends to exercise the right to access the contents of EVM communications for any business purpose.

The EVM systems are provided by the city for your use as an employee. You should treat it like your shared filing systems - with the expectation that messages sent on city business or with the use of city facilities will be available for review by an authorized representative of the city for any purpose related to city business.

It is a violation of city policy for any employee, including system administrators and supervisors, to use the EVM and computer systems for purposes of satisfying idle curiosity about the affair of others, with no substantial business purpose for obtaining access to the files or communications of others. Employees found to have engaged in such "snooping" will be disciplined appropriately and may be terminated.

f. Use of information:

The city may disclose the contents of EVM messages sent to or received by city employees for any business purpose.

The city may use information regarding the number, sender, recipient and address or messages sent over the EVM systems for any proper business purpose.

The city reserves the right to disclose any EVM messages to law enforcement officials.

12. Use of Telephones and Cellular Phones *(Adopted 4/15/98)*

- a. All such equipment is the property of the City of College Station and is provided for use by city **employees** for authorized purposes only. It is the responsibility of each **department** head to properly control and monitor cellular phone use by his/her **employees**.

(1) Use of cellular phones is predominantly for city business. It is anticipated that personal use of a cell phone will be minimal and that if the city incurs additional charges as a result of personal use, then the **employee** will reimburse the city for any such personal use.

(2) Use of cellular phones should be as a supplement to other means of communication, with normal land line phones and radios being the preferred means of communication, when reasonable available.

- b. It is expected that each **Department** will establish internal procedures to monitor the use of cellular phones that shall include but not be limited to the following:

(1) A complete list of cell phones the **department** has authorized and to whom the phone is assigned.

(2) Establish a periodic review of cellular phone billings in order to ensure that usage is in line with the guidelines above and any guidelines established by the **department**.

(3) Establish a method of requesting reimbursement for personal use of cellular phones.

(4) Establish a method of informing each **employee** authorized to use a cellular phone of the city's and **department's** expectations with regard to the use of cellular phones that are the property and responsibility of the city.

13. Employee Check Cashing *(Adopted 1/28/91)*

- a. The practice of allowing **employees** to cash personal checks is re-instated by this amendment. It is designed for the convenience of **employees** and is seen as a privilege not a right.

- b. The following are the guidelines to be used:

(1) **Employee** check cashing will be allowed only at the Utility Billing Customer Service Office during normal business hours.

(2) Personal checks are limited to \$50.

(3) City of College Station checks for **employee** reimbursement and travel advances may be cashed.

(4) No third party or payroll checks.

(5) Sufficient funds must be available to conduct normal business.

(6) Any **employee** having two checks returned for insufficient funds during a 24-month period will lose the privilege.

14. Weapons in the Workplace *(adopted November 3, 1995)*

No City **employee**, whether licensed to carry a concealed weapon or not, other than sworn peace officers, may carry or possess firearms or any illegal weapon, while at any work location or while working in any capacity for the City of College Station. This rule includes City vehicles, although, an **employee's** personal vehicle is excluded. Violation of this policy may subject **employee** to disciplinary action, up to and including termination.