INDEX TO MESQUITE PERSONNEL POLICIES MANUAL

Section 1: INTRODUCTORY MATERIAL

1. Definition of Terms

Section 2: GENERAL PROVISIONS

2.1. Scope
2.2. Computing Time for Notices
2.3. Administration
2.4. Change of Address
2.5. Failure to Receive Notices
2.6. Personnel Files

Section 3: EMPLOYEE RELATIONS

3.1. Equal Employment Opportunity
3.2. Unlawful Harassment
3.3. Dealing with Allegations of Unlawful Harassment
3.4. GINA (Genetic Information Nondiscrimination Act)
3.5. Training
3.6. Prohibition against Retaliation
3.7. Employee Dating
3.8. Employee Bullying
3.9. Employment Disabilities
3.10. Drug and Alcohol Free Workplace
3.11. Prohibition of Workplace Violence
3.12. Employment of Relatives
3.13. Code of Ethical Standards
3.14. Political Activity
3.15. Solicitation Prohibited
3.16. Work Stoppage Prohibited
3.17. Use of City Property and Premises
3.18. Residency Requirements
3.19. Outside Employment
3.20. Dress and Grooming
3.21. Licenses
3.22. City Vehicle Use Policy
3.23. Phone Policy
3.24. Information Technology
3.25. Internal Procedure for Contagious Disease Exposure Reporting Requirements
3.26. Non Tobacco use for Sworn Law Enforcement and Firefighter Personnel
3.27. Whistleblower Protection

Section 4: POSITION CLASSIFICATION PLAN

4.1 Policy
4.2 Procedure

Section 5: COMPENSATION PLAN

5.1 Rates of Pay
5.2 Pay Periods and Pay Days
5.3 Salary on Hire
5.4 Salary on Promotion

5.5 Salary Increase Schedule
5.6 Limited Part-Time/Temporary Worker Compensation
5.7 Work Out-of-Class
5.8 Work Time
5.9 Time Reporting
5.10 Overtime
5.11 Educational Assistance
5.12 Longevity Pay

Section 6: BENEFITS – INSURANCE
6.1 Health Insurance Coverage
6.2 Life Insurance Coverage
6.3 Long-Term Disability
6.4 Deferred Compensation
6.5 Retirement
6.6 Workers Compensation

Section 7: TRAVEL EXPENSES
7.1 Policy
7.2 Allowances
7.3 Procedure
7.4 Steps in Travel Authorization Process

Section 8: LEAVE PLANS
8.1 Annual Leave
8.2 Sick Leave
8.3 Family and Medical Act Leave
8.4 Holidays
8.5 Leave of Absence Without Pay
8.6 Court Leave
8.7 Bereavement Leave
8.8 Military Leave
8.9 Emergency Conditions/Disaster Leave

Section 9: EMPLOYMENT
9.1 Scope
9.2 Source of Candidates
9.3 Announcements
9.4 General Requirements for filing of Applications
9.5 Application Filing Periods
9.6 Eligibility of Candidates
9.7 Reduction of Candidate Pool
9.8 Examination Process
9.9 Eligible lists
9.10 Applicant Appeals
9.11 Correction of Administrative Errors
9.12 Request for Eligible Candidates
9.13 Referral of Candidates for Hire
9.14 Selection
9.15 Offers of Employment
9.16 Orientation
9.17 Failure to Appear for Work
9.18 Temporary Appointments
9.19 Volunteer Program

Section 10: PROBATIONARY PERIOD
10.1 Purpose
10.2 Employee Status
10.3 Length
10.4 Rejection Following Promotion
10.5 End of Probationary Period

Section 11: CHAIN OF COMMAND

Section 12: RESIGNATION
12.1 Notice
12.2 Return of City Property
12.3 Withdrawal
12.4 No Notice
12.5 Job Abandonment
12.6 Supervisor Responsibilities
12.7 Final Paycheck

Section 13: PERFORMANCE MANAGEMENT
13.1 Purpose
13.2 Ongoing Communication
13.3 Frequency
13.4 Written Record
13.5 Employee Involvement
13.6 Steps in Process
13.7 Documentation

Section 14: DISCIPLINARY ACTION
14.1 Justification for Discipline
14.2 Forms of Disciplinary Action
14.3 Due Process
14.4 Administrative Leave During Disciplinary Process

Section 15: LAYOFF POLICY AND PROCEDURE
15.1 Policy
15.2 Procedure

Section 16: RESERVED FOR FUTURE USE

Section 17: TEMPORARY OR SEASONAL EMPLOYMENT
17.1 Policy
17.2 Appointment to a Regular Position
17.3 Procedure

Appendix "A" Consanguinity/Affinity Chart

Appendix "C" Travel Authorization

Appendix "D" Contagious Disease Exposure Report Form

Appendix "E" Outside Employment Form

Appendix "F" Educational Assistance Form

Appendix "G" Acknowledgment Of Conditional Employment