

# **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. Training
- 3.5. Prohibition against Retaliation
- 3.6. Employee Dating
- 3.7. Employee Bullying
- 3.8. Employment Disabilities
- 3.9. Drug and Alcohol Free Workplace
- 3.10. Prohibition of Workplace Violence
- 3.11. Employment of Relatives
- 3.12. Code of Ethical Standards
- 3.13. Political Activity
- 3.14. Solicitation Prohibited
- 3.15. Work Stoppage Prohibited
- 3.16. Use of City Property and Premises
- 3.17. Residency Requirements
- 3.18. Outside Employment
- 3.19. Dress and Grooming
- 3.20. Licenses
- 3.21. City Vehicle Use Policy
- 3.22. Phone Policy
- 3.23. Information Technology
- 3.24. Internal Procedure for Contagious Disease Exposure Reporting Requirements
- 3.25. Non Tobacco use for Sworn Law Enforcement and Firefighter Personnel

## **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

**Section 10: PROBATIONARY PERIOD**

- 10.1 Purpose
- 10.2 Employee Status
- 10.3 Length
- 10.4 Rejection Following Promotion

**Section 11: RESERVED FOR FUTURE USE**

**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 "B"** Job Classifications

**Appendix "C"** Limited P/T Wage Chart

**Appendix "D"** Contagious Disease Exposure Report Form

**Appendix "E"** Outside Employment Form

**Appendix "F"** Educational Assistance Form