



Employee Rights and Responsibilities

PRESENTED BY HR'S CIVIL SERVICE & EEO DIVISION



Presenters



Marshall Watson

Administrative Coordinator - ADA
Civil Service & EEO Division



Jessica Rich

Sr. Human Resources Specialist
Civil Service & EEO Division



Functioning of City of Houston's Government

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153



City Charter

Charter – written instrument that grants privileges to a city from the state

Blueprint for how City operates:

- Who
- What
- When
- How

Establishes basic:

- Organization
- Structure
- Powers
- Authority
- Procedures
- Rules

ARTICLE I. - CORPORATE NAME AND BOUNDARIES AND PLATTING OF PROPERTY

Section 1. - Corporate Name.

SECTION 2. - BOUNDARIES ESTABLISHING CITY LIMITS. [Text omitted].

Section 2-a. - Repealed.

Section 2-b. - Repealed.

SECTION 3. - Platting of property.

ARTICLE II. - CORPORATE AND GENERAL POWERS

Section 1. - Corporate Powers.

Section 2. - General powers.

Sec. 3. - Real Estate, etc., Owned by City.

Sec. 4. - Street Powers.

Sections 4-a and 4b. - Repealed.

Section 5. - To Regulate Street and Electric Railway Companies.

Section 5-A. - Interchange of Service or Common use of Tracks, poles, etc.

Sec. 6. - To Regulate Rates of Public Utilities.

Section 6-A. - Service and Extensions by Public Utility Concerns.

Sec. 7. - May Own Waterworks.

Sec. 7a. - Ownership, etc. of public utilities.

Sec. 7b. - Power of the city to buy and sell electricity, etc.

Sec. 8. - Fires.

Sec. 9. - Harbor and water front.

Sec. 10. - Markets.

Sec. 11. - Charities and Corrections.

Sec. 12. - Fines for Violation of Ordinances.

Sec. 13. - Corporation Court.

SECTION 13-a. - Substitute judge; acting judge.

Sec. 14. - Repealed.



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Charter Evolvemement

- ✓ 1827 – originally issued by Congress of Republic of Texas & reissued/replaced by Texas State Legislature
- ✓ Texas Home Rule Amendment granted city with 5,000 + inhabitants power to adopt own charter
- ✓ 1912 – Texas Constitution Amendment "Home Rule" granted Houstonians power to amend Charter
- ✓ 1913 – 1st Charter amendment



City Functions

- Hired people
- Elected officials
- Appointed officials





Types City Government



Mayor-
Council



Council-
Manager

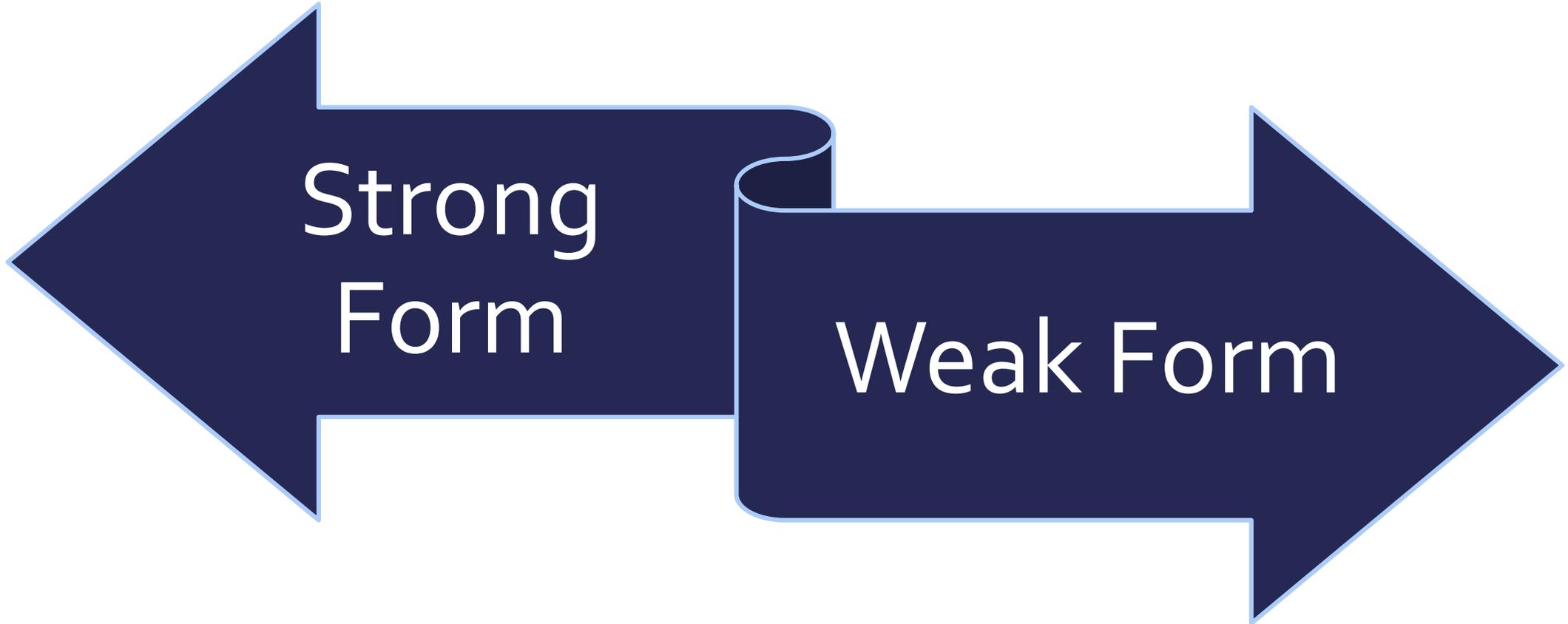


City
Commission





Mayor-Council Government





Duties of Mayor



Roles:

- Head Administrator
- Head Manager (Executive Officer)
- Chief Legislative Officer & Enforcer

Major Budgetary Input

Appoints with Council Approval:

- Department Heads
- Advisory Boards
- Commissions
- Council Committees

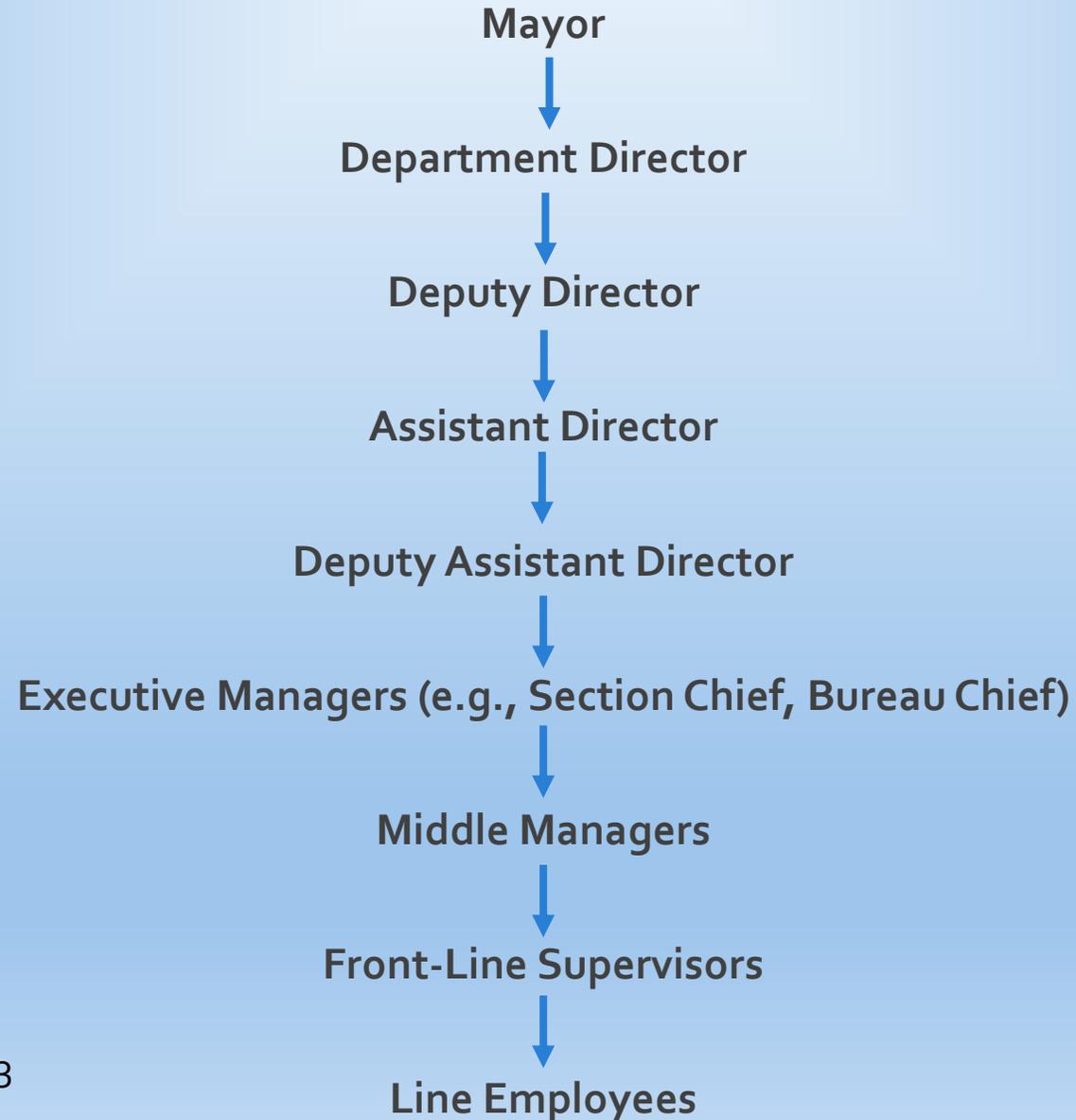
Sees that all laws & ordinances are enforced

****Presides over & sets agenda for City Council****





City Chain of Command



Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153



City Council's Role

Elected legislative body

Duties:

- Votes on ordinances & resolutions
- Approves budgets & mayoral appointments

Responsible for:

- Appropriation & issuance of bonds
- Contract approval
- Lease/disposal of city real estate
- Levy assessments/taxes against real property
- Adopt ordinances for eminent domain/derelict property

16 members – 11 represent district; 5 at large

Maximum two 4-year terms

District Council Members perform constituent service functions on behalf of their districts





City Council Meetings

- Open to the public
- Observed Tuesdays & Wednesdays onsite at City Hall Annex or on HTV
- Tuesday – Public Session at 2:00 pm
- Wednesday – Council Meeting at 9:00 am
- <https://www.houstontx.gov/citysec/calendar.pdf>

Questions? Please contact:

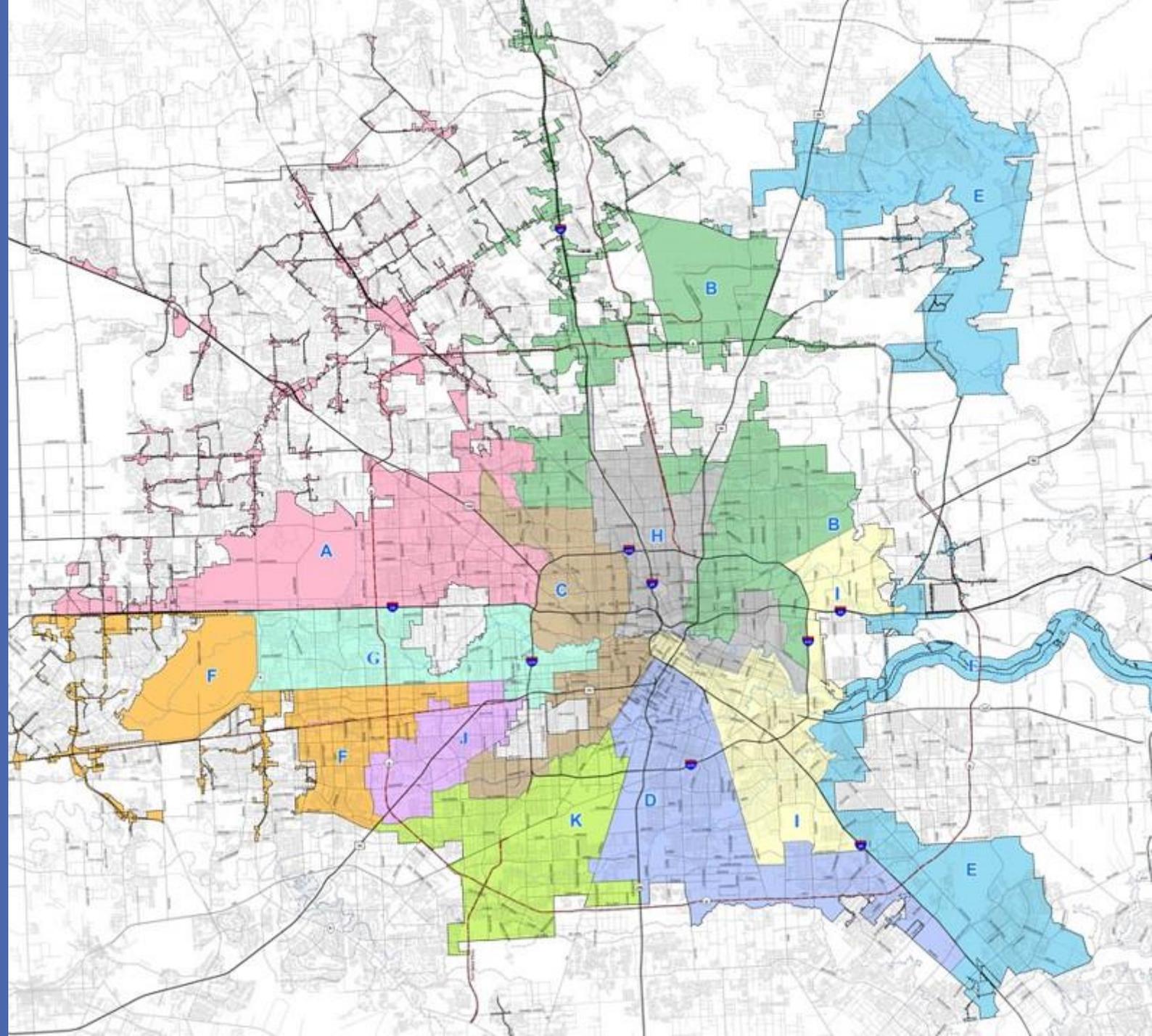
- Robin Jolivet (832)393-6176
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City Council Districts

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153





 <p>AMY PECK 832.393.3010 districta@houstontx.gov</p> <p>DISTRICT A</p>	 <p>JERRY DAVIS 832.393.3009 districtb@houstontx.gov</p> <p>DISTRICT B</p>	 <p>ABBIE KAMIN 832.393.3004 districtc@houstontx.gov</p> <p>DISTRICT C</p>	 <p>CAROLYN EVANS-SHABAZZ 832.393.3001 districtd@houstontx.gov</p> <p>DISTRICT D</p>	 <p>DAVE MARTIN 832.393.3008 districte@houstontx.gov</p> <p>DISTRICT E</p>	 <p>TIFFANY THOMAS 832.393.3002 districtf@houstontx.gov</p> <p>DISTRICT F</p>
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City Council Members



		
GREG TRAVIS	KARLA CISNEROS	ROBERT GALLEGOS
832.393.3007	832.393.3003	832.393.3011
districtg@houstontx.gov	districth@houstontx.gov	districti@houstontx.gov
DISTRICT G	DISTRICT H	DISTRICT I

		
EDWARD POLLARD	MARTHA CASTEX-TATUM	MIKE KNOX
832.393.3015	832.393.3016	832.393.3014
districtj@houstontx.gov	districtk@houstontx.gov	atlarge1@houstontx.gov
DISTRICT J	DISTRICT K	AT-LARGE POSITION 1

City Council Members



 <p>DAVID ROBINSON 832.393.3013 atlarge2@houstontx.gov</p> <p>AT-LARGE POSITION 2</p>	 <p>MICHAEL KUBOSH 832.393.3005 atlarge3@houstontx.gov</p> <p>AT-LARGE POSITION 3</p>	 <p>LETITIA PLUMMER 832.393.3012 atlarge4@houstontx.gov</p> <p>AT-LARGE POSITION 4</p>	 <p>SALLIE ALCORN 832.393.3017 atlarge5@houstontx.gov</p> <p>AT-LARGE POSITION 5</p>
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City Council Members



City Controller's Role

Elected by Public: Independent from Mayor & Council

City's Chief Financial Officer

Processes and monitors disbursements exceeding \$1 billion

Invests City's funds

Conduct audits that ensure compliance, improves accountability, and identifies cost saving opportunities





City Secretary's Role

- Appointed by the Mayor
- Keeps, records, and preserves City Council Meeting Minutes & proceedings
- Custodian of City Records and documents of Council proceedings
- Certifies authenticity of city council proceedings





City Departments



Administration & Regulatory Affairs

City Controller

City Council

City Secretary

Finance

Fire

Fleet Management

General Services

Houston Airport System

Houston Health Department

Housing & Community Development

Human Resources

Information Technology

Legal

Library

Municipal Courts

Neighborhoods

Office Of Business Opportunity

Parks & Recreation

Planning & Development

Police

Houston Public Works

Solid Waste Management



Boards & Commissions

- Houstonians volunteer time & expertise
- Over 200 Boards & Commissions





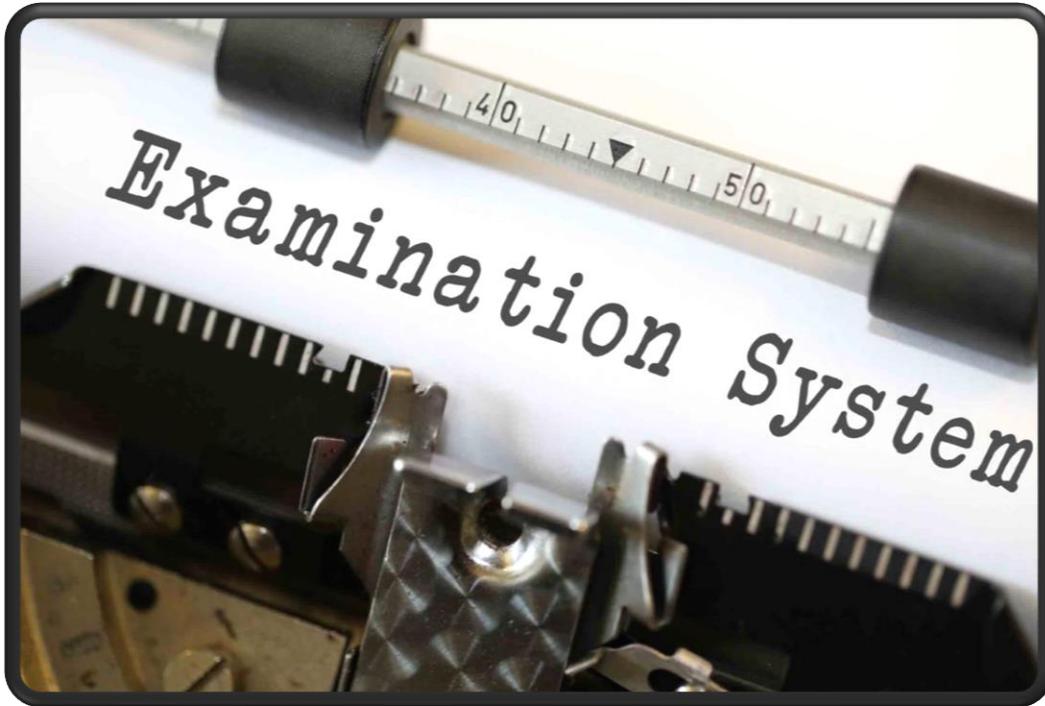
Civil Service System

Questions? Please contact:

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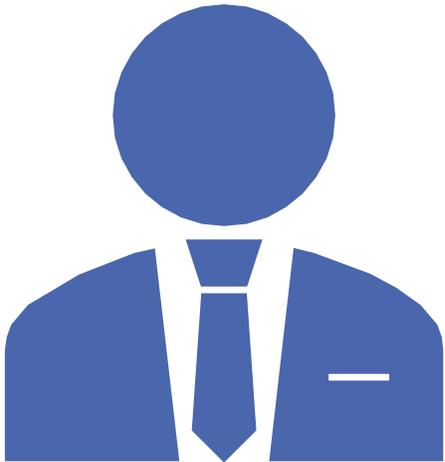
Civil Service System - Definition



- ✓ Based on merit through examination or screening
- ✓ Protected employees have certain expectations
- ✓ Created in 1913



Civil Service System – Probationary Employee



- Employees during 1st year of employment
- Employment can be terminated at anytime, without warning

Civil Service System – Protected Employees



Rights

- Appeal hearing before Civil Service Commission
- Grieve written reprimand (Level II)
- Grieve HEAR with overall rating of "Below Expectations" or lower
- Grieve non-selection of promotion
- Protected under City Charter, Article V



Civil Service System – Not Protected Employees

Employees who are:

- Probationary employees
- Appointed officials
- Department directors
- Executive level
- Assistant City Attorneys & all professional, non-clerical staff of Legal Department
- Part-time, temporary/seasonal
- Emergency employees





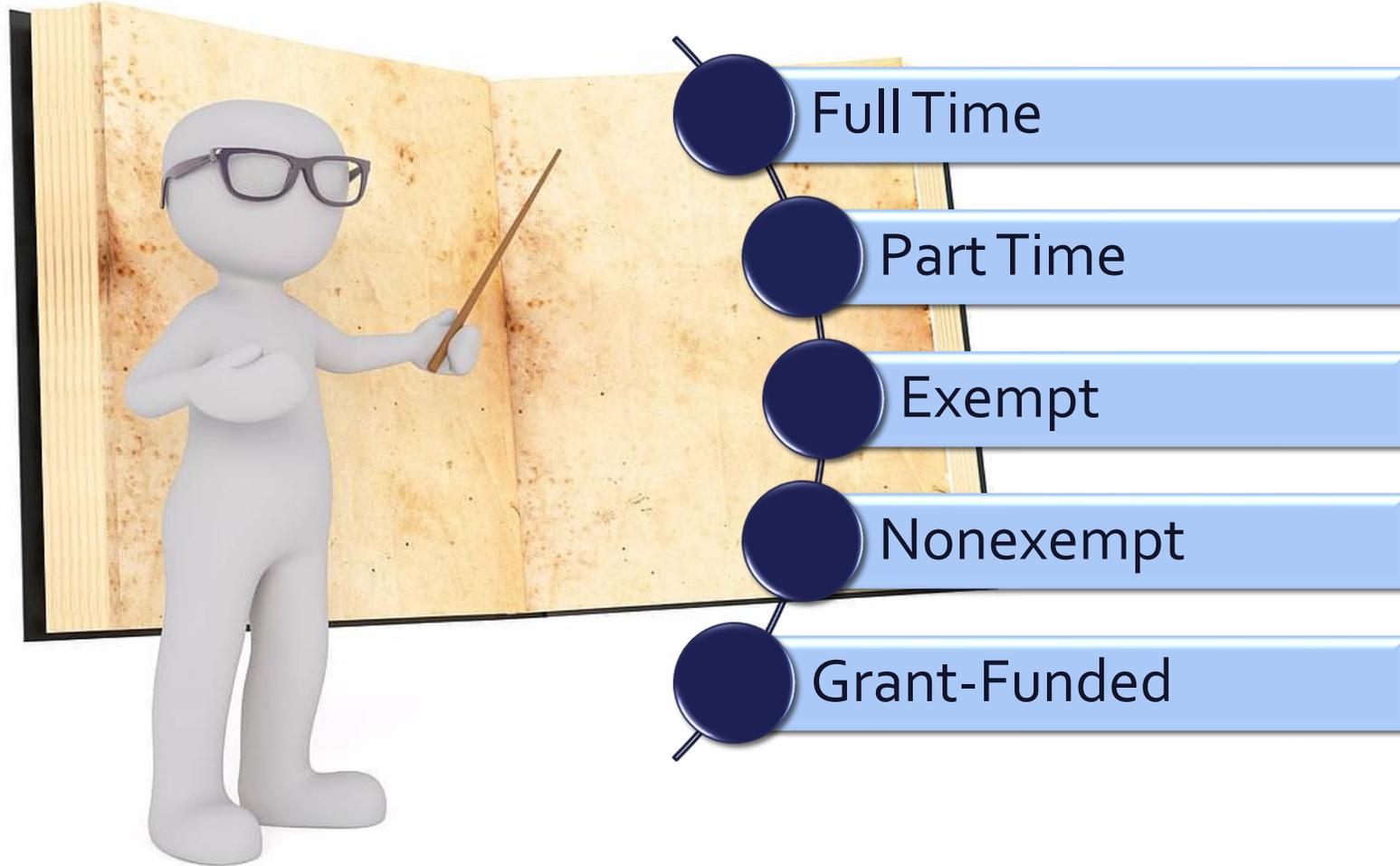
Employment

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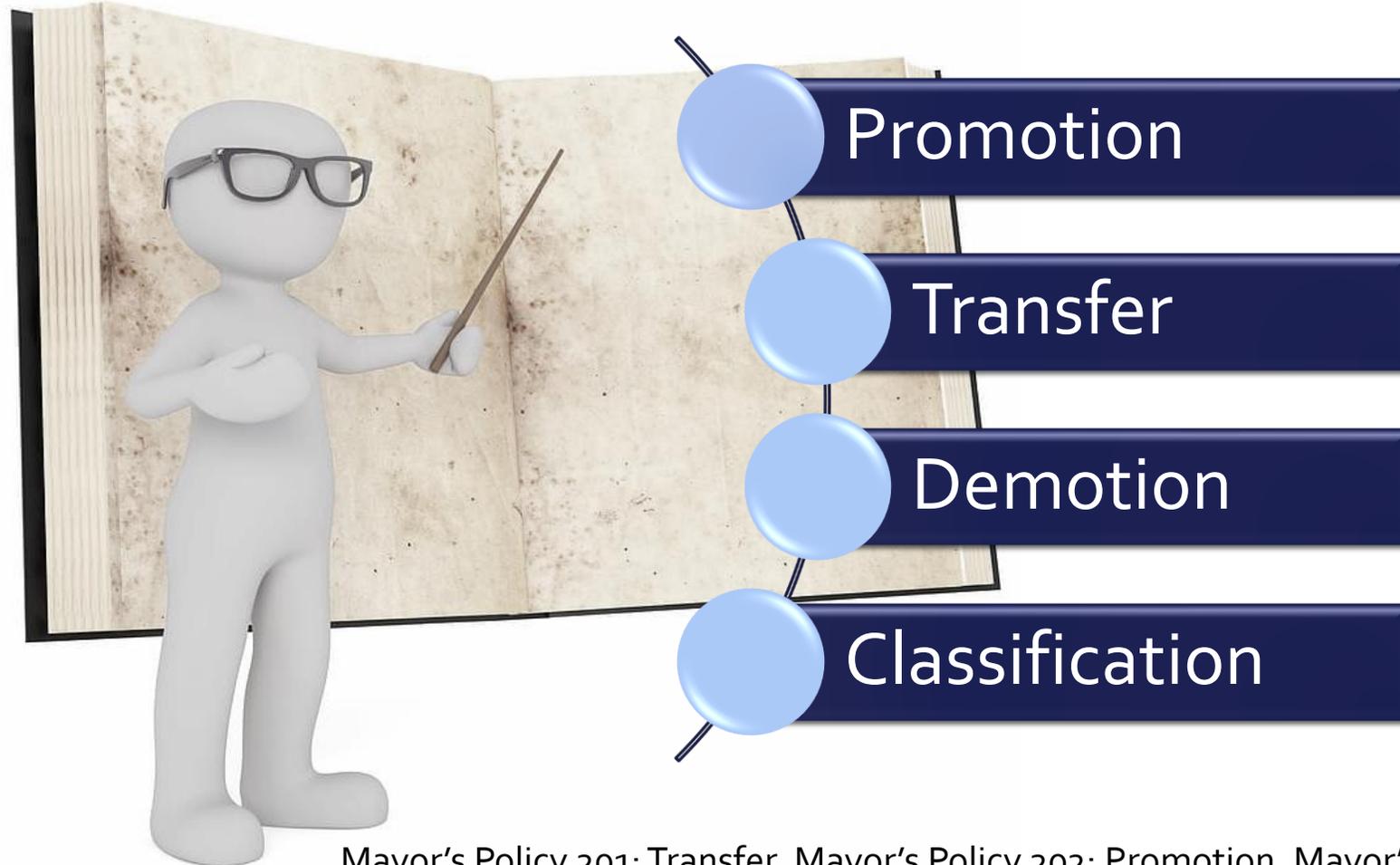


Employment – Employment Status Terms





Employment – Employment Status Terms



Mayor's Policy 201: Transfer, Mayor's Policy 202: Promotion, Mayor's Policy 203: Demotion



Job Code	Job Classification	Pay Grade	Range Minimum	Range Maximum	FLSA Status	EEOJ Code
352.1	ASSISTANT CITY AUDITOR I	14	\$30,732	\$62,946	N	B
352.2	ASSISTANT CITY AUDITOR II	19	\$39,728	\$81,952	N	B
352.3	ASSISTANT CITY AUDITOR III	25	\$53,976	\$112,502	E	B
352.4	ASSISTANT CITY AUDITOR IV	27	\$59,384	\$125,476	E	B
352.5	ASSISTANT CITY AUDITOR V	29	\$65,988	\$139,204	E	B

Employment – Classification – Job Class Example



Employment – Classification Example

Questions? Please contact:

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- Marshall Watson (832)393-6153

513.3	LABORER	4	\$24,960	\$34,944	N	H
511.1	CUSTODIAN	4	\$24,960	\$34,944	N	H
522.1	PAINTER AIDE	4	\$24,960	\$34,944	N	G
872.2	DESKTOP PUBLISHER	14	\$30,732	\$62,946	N	C
771.1	MICROBIOLOGIST I	14	\$30,732	\$62,946	N	B
901.5	LIBRARY ASSISTANT SUPERVISOR	14	\$30,732	\$62,946	N	E
352.1	ASSISTANT CITY AUDITOR I	14	\$30,732	\$62,946	N	B
421.6	TRAINING COORDINATOR	24	\$51,324	\$106,652	E	B
761.3	LABORATORY SUPERVISOR	24	\$51,324	\$106,652	E	B
576.3	SUPERINTENDENT	24	\$51,324	\$106,652	N	B
801.1	PROJECT MANAGER	24	\$51,324	\$106,652	E	B
315.1	CITY SECRETARY	34	\$84,448	\$182,104	E	A
878.0	DIRECTOR OF MAYOR'S OFFICE OF SPECIAL EVENTS (EXE LEV)	34	\$84,448	\$182,104	E	A
457.8	INFORMATION SECURITY OFFICER (ISO)	34	\$84,448	\$182,104	E	A
800.2	PUBLIC WORKS DIRECTOR	39	\$114,244	\$255,112	E	A
640.1	POLICE CHIEF	39	\$114,244	\$255,112	E	A



Employee Records

Maintained by Human Resources Department

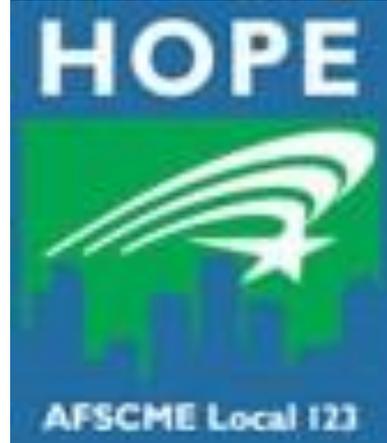
Files able to be reviewed by:

- Employee
- Another department director or designee if under consideration for transfer, promotion, demotion
- Your supervisor

Records Division at 611 Walker,
22nd Floor



HOUSTON PROFESSIONAL
FIRE FIGHTERS ASSOCIATION



Employment – Labor Union Agreements



Employment – HOPE Meet Confer Agreement (MCA)

Bargaining Unit Members

- All Municipal Employees

Exceptions:

- Department Directors
- Elected Officials
- Classified members of HPD & HFD



Employment – HOPE MCA

Details

- 3 year term – Expires June 30, 2021
- 1% Across the board pay increase
- HOPE Leave Pool
- Departmental Union Representatives
- Grievance Procedure
- Employee Concern Resolution Program





Employee Relations

Questions? Please contact:

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Employee Relations – Grievance Procedure

- Defined by HOPE Meet & Confer Agreement
- Specific Grievable Issues
- Three – Step Process



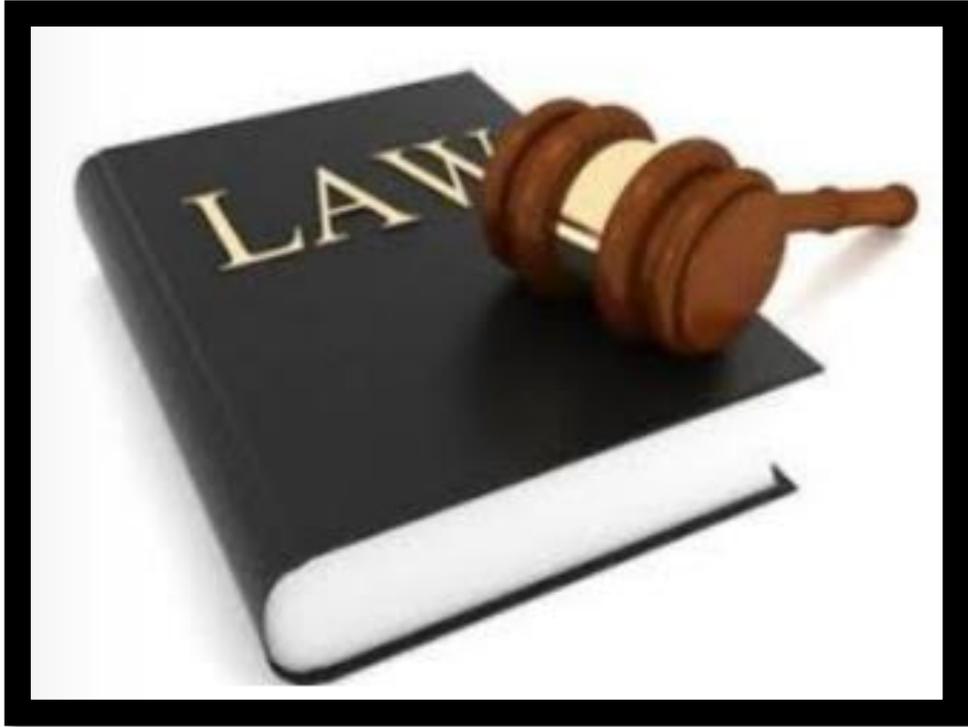


Employee Relations – Grievance Filing Period

- In writing
- Within 30 calendar days of action/inaction
- Received by grievance coordinator



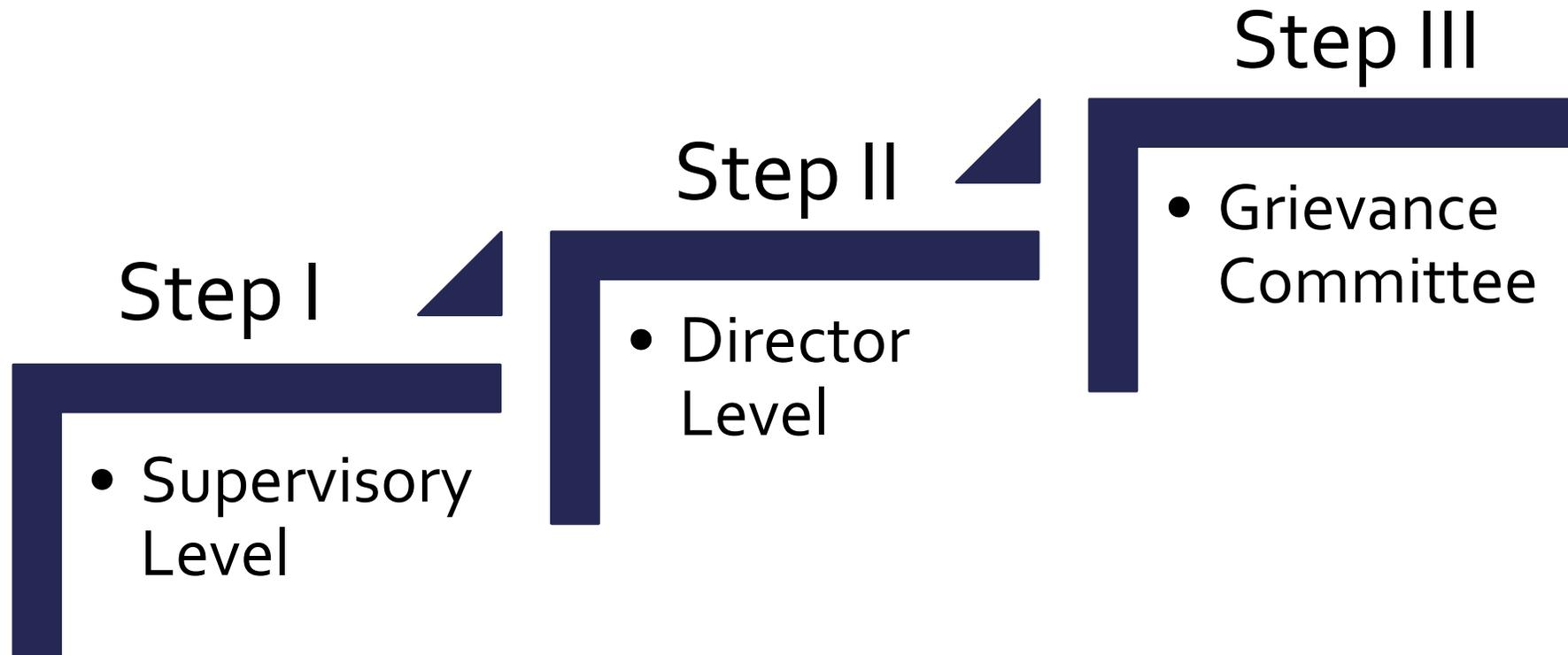
Employee Relations – Grievable Issues



1. Non selection for referred position promotion
2. Hazardous working conditions not intrinsic to job
3. HEAR score 2.99 or less
4. Department fails to give a HEAR evaluation by more than 6 months
5. Department fails to pay overtime/compensatory time/bilingual pay if eligible, appropriate & worked
6. Written Reprimand (HPD) or Positive Correction Action Level II
7. Decision Making Leave Day/Temporary suspension up to 15 calendar days (HPD)



Employee Relations – Grievance Steps





Employee Relations – Employee Concerns Resolution Program

Details

- Committee of at least 3 municipal employees established by department director
- Open to all bargaining unit members
- Filed within 15 calendar days
- Committee must resolve within 30 calendar days
- Request for final review from department director



Employee Relations – Positive Corrective Action Program – AP 3-7

Informal Contacts

- Coaching
- Counseling
- PIDs

Formal Contacts

- Level I
- Level II
- DML

Discipline

- Demotion
- Indefinite Suspension



Discrimination

Committed to providing workplace free of discrimination and harassment

Includes:

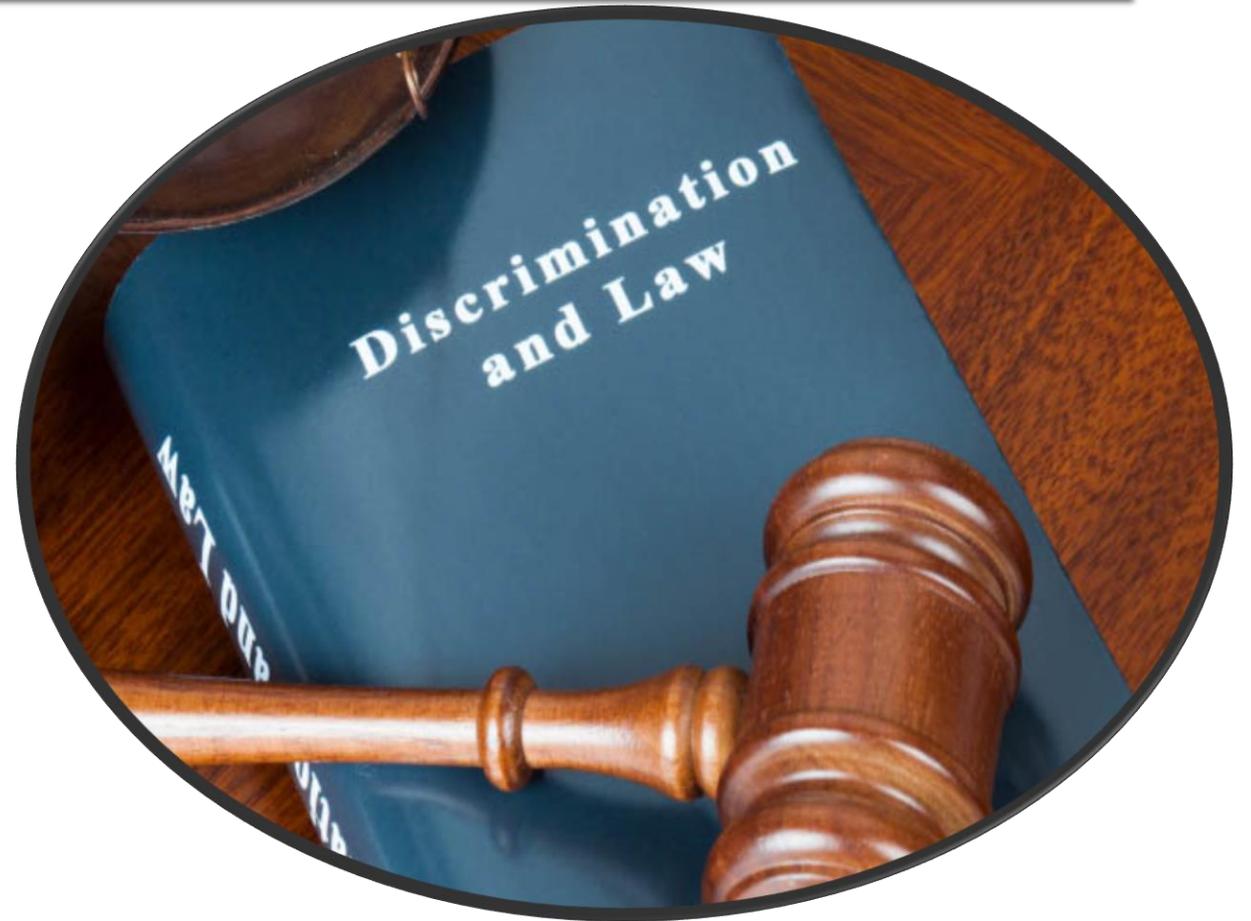
- Sex, race, color, ethnicity, national origin
- Age, religion, disability, sexual orientation
- Genetic information, gender identity, pregnancy

Formal Complaints:

- Office of Inspector General
- Employee's Designated Departmental Representative
- City of Houston Sexual Harassment Hotline

EO 1-50: Workplace Discrimination and Harassment Policy

Code of Ordinances Chapter 2, Article 14





Your Pay & Time Off

Questions? Please contact:

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Your Pay

Paycheck & pay periods

- Workweek: Saturday – Friday
- Pay period: 2 weeks
- Payday: Every other Friday

Longevity Pay

- \$2 per pay period for each complete year of service
- Full Time Employees

Overtime Pay

- Nonexempt employees
- 1.5 times hourly rate for over 40 hours



Your Pay – Holiday Pay



1. Day off falls on holiday: paid 1x regular rate
2. Worked the holiday: paid 1x regular rate with alternate day off OR 2x regular rate



Time Off - Types

1. Vacation
2. Holidays
3. Sick Leave
4. Wellness Leave





Time Off - Vacation



- Useable after 6 months
- Take up to 90 days/calendar year
- Accrual max 840/420 hours (1/1/2000)
- Termination pay max 720/360 hours (1/1/2000)
- Part-time, seasonal, temporary not eligible

<u>Years of completed service</u>	<u>Vacation hours earned per year</u>
Year 1-4 _____	80
Year 5 _____	120
Year 6 and 7 _____	128
Year 8 and 9 _____	136
Year 10 and 11 _____	144
Year 12 _____	152
Year 13 _____	160
Year 14 _____	168
Year 15 _____	176
Year 16 _____	184
Year 17 _____	192
Year 18+ _____	200

Vacation Accrual Rate



Time Off - Holidays



Paid Holidays

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving (Friday)
- Christmas Eve
- Christmas Day
- Floating Holiday



Floating Holiday –

- Calendar year
- Resets each Jan 1
- Hired before June 30 – Floating holiday available to use
- Hired after June 30 – Floating holiday not available until next calendar year



Time Off – Sick Leave

Use when...

- You are sick
- Immediate family member sick

Accrual Rate

- 2.5 hours per pay period
- Maximum of 65 hours per benefit year
- Carry over from year to year
- City matches up to 1,040 hours



****Doctor's note may be required after use of 64 hours****



Time Off – Sick Leave Rewards

Personal Leave Days

- Good attendance reward
- Max earned 3 per benefit year
- Must be used within benefit year
- Do not carry over

<u>Sick Days Used</u>	<u>Personal Leave Days Earned</u> <i>(Eight-Hour Days)</i>
0	3
1	2
2	1
3	0



Time Off - Wellness

- 8 hours
- Resets every benefit year
- Use for:
 - Annual checkups
 - Preventative screenings

Questions? Please contact:

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Time Off – Leave of Absence without Pay

- Granted by department director
- Up to 14 calendar days without pay
- AP 3-11
- Code of Ordinances Chapter 14, Section 172





Time Off – Family and Medical Leave

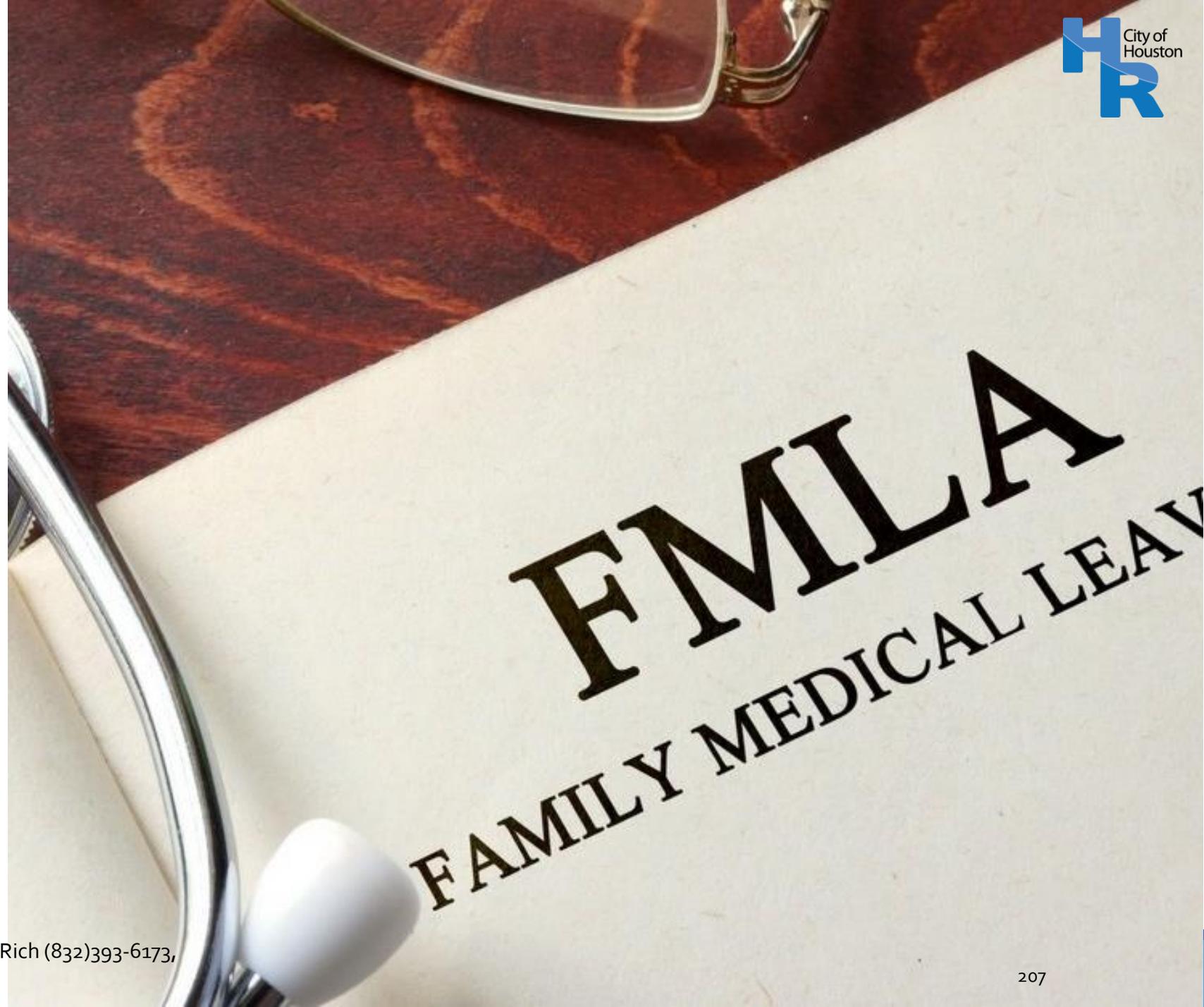
Family and Medical Leave Act 1993

Must have worked at least 1 year & 1250 hours

Up to 12 weeks for:

- Serious health condition
- Serious health condition parent/spouse/child
- Birth of a child
- Adoption or foster care of child
- Qualifying exigencies from family member called to active military duty

AP 3-2





While You are at Work . . .



Questions? Please contact:

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Reporting to Work - AP 3-11: Absence

- Work scheduled shift
- Let manager/supervisor know if out
- Policy covers:
 - Lunch & rest breaks
 - Death in Family
 - Military Leave
 - Voting
 - Jury Service/Court Subpoena
 - Community/Civic Affairs



****Policy allows department director to create department specific policy.****



Death in Family



- Up to 3 paid calendar days
- Subject to approval by department director
- Immediate family only
- AP 3-11



Military Leave



- Granted up to 15 working days per federal fiscal year
- Must present proper military orders in advance
- Code of Ordinances Chapter 14, Civil Service
- AP 3-11



Voting

- City encourages voting
- Texas has early voting
- Polls 7 am – 7 pm
- Policy allows for maximum of 2 hours
- AP 3-11





Jury Service

- Must show proof of summons
- Schedule in advance
- Return to work when court-related responsibility complete
- AP 3-11



Community/Civic Affairs

- Encouraged to volunteer
- Every October – City’s Combined Municipal Campaign (CMC)
- AP 3-11





AP 3-20: Houston Employee Assessment and Review Process

Called HEAR

Annual performance evaluation

Created within 30 days of:

- Hire/rehire date
- Beginning of assessment period
- Promotion date

New employee:

- 5th month & 11th month
- Annually after 1 year





AP 3-10: Outside Employment

City is primary job responsibility

Must not interfere or take precedence

Must obtain written permission from department director



AP 3-35: Seeking Elective Office

Any office – federal, state, county, district, city

Immediately make candidacy & any subsequent election known to HR director

HR director will determine if conflict of interest

Candidacy for Elective Office Questionnaire Form must be filled out





Work Attire

Present a clean, neat, and tasteful appearance

Consult department for more specific dress code





Policies

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- Marshall Watson (832)393-6153



Employee Conduct



- Chapter 14 of Code of Ordinances is governing document for city employees
- Departments may establish separate policies
- City ordinance prevails in case of conflict between department policy & ordinance
- Find online at:
 - Policies: <https://www.houstontx.gov/policies/>
 - Code of Ordinances: https://library.municode.com/tx/houston/codes/code_of_ordinances



Code of Ordinances – Partial List

- o Rules, regulations, laws, and procedures
- o Provide powers
- o Govern business and general conduct within the City
- o Establishes Operational Jurisdiction and Authority
 - o Official (Mayor, Council Members)
 - o Duty (Ambulance, Fire, Police)
 - o Power (Fees, Condemnation)
 - o Responsibility (Cemeteries, Animals)



› Chapter 1 - GENERAL PROVISIONS	› Chapter 14 - CIVIL SERVICE	› Chapter 33 - PLANNING AND DEVELOPMENT
› Chapter 2 - ADMINISTRATION	› Chapter 15 - CONTRACTS	› Chapter 34 - POLICE AND FIRE
› Chapter 3 - ALCOHOLIC BEVERAGES	› Chapter 16 - MUNICIPAL COURTS	› Chapter 35 - PRISONERS AND PROBATION
› Chapter 4 - AMBULANCES	› Chapter 17 - EQUAL RIGHTS	› Chapter 36 - PUBLIC CHARITIES AND TRUSTS
› Chapter 5 - AMUSEMENTS	› Chapter 18 - ETHICS AND FINANCIAL DISCLOSURE	› Chapter 37 - PUBLIC UTILITIES
› Chapter 6 - ANIMALS AND FOWL	› Chapter 19 - FLOODPLAIN	› Chapter 38 - RAILROADS
› Chapter 7 - ANTIQUE DEALERS, COMMON MARKETS, SCRAP METAL PROCESSORS, SECONDHAND RESELLERS AND RELATED BUSINESSES	› Chapter 20 - FOOD AND DRUGS	› Chapter 39 - SOLID WASTE AND CONTROLS
› Chapter 8 - AUTOMOTIVE DEALERS AND AUTO WRECKERS	› Chapter 21 - HEALTH	› Chapter 40 - STREETS AND SIDEWALKS
› Chapter 9 - AVIATION	› Chapter 22 - STREET VENDORS	› Chapter 41 - STREET NAMES AND ADDRESSES
› Chapter 10 - BUILDINGS AND NEIGHBORHOOD PROTECTION	› Chapter 23 - LAKE HOUSTON	› Chapter 42 - SUBDIVISIONS, DEVELOPMENTS AND PLATTING
› Chapter 11 - BURGLAR AND FIRE ALARM PROTECTIVE SERVICES	› Chapter 24 - LIBRARIES	› Chapter 43 - POOL AND SPA REGULATIONS
› Chapter 12 - CONVENTION AND ENTERTAINMENT FACILITIES DEPARTMENT	› Chapter 25 - SPECIAL EVENTS	› Chapter 44 - TAXATION
› Chapter 13 - EMERGENCY MANAGEMENT	› Chapter 26 - PARKING	› Chapter 45 - TRAFFIC
	› Chapter 27 - MINI-WAREHOUSES	› Chapter 46 - VEHICLES FOR LEASE
	› Chapter 28 - MISCELLANEOUS OFFENSES AND PROVISIONS	› Chapter 47 - WATER AND SEWERAGE
	› Chapter 29 - MANUFACTURED HOMES AND RECREATIONAL VEHICLES	
	› Chapter 30 - NOISE AND SOUND LEVEL REGULATION	
	› Chapter 31 - OIL AND GAS WELLS	
	› Chapter 32 - PARKS AND RECREATION	

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Mayor's Policies – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153

The format is: Policy Number -- Title -- Effective Date



SECTION 100 - EMPLOYMENT

- 104 -- Hiring of Relatives -- 08.22.1983
- 109 -- Relocation Expenses -- 12.16.2009
- 110 -- Seeking Elective Office -- 02.14.1985 (rescinded March 2020)
- 111 -- Temporary Appointments -- 02.14.1985
- 115 -- Employee Performance Management Process -- 07.01.1997

SECTION 200 - PERSONNEL ACTIONS

- 201 -- Transfers -- 03.07.1983
- 202 -- Promotion -- 01.01.1993
- 203 -- Demotions -- 03.07.1983

SECTION 300 - COMPENSATION

- 302 -- Compensation: Exempt Employee Compensatory Time -- 02.01.1984
- 303 -- Compensation -- 02.14.1985
- 304 -- Longevity Pay -- 03.07.1983

SECTION 500 - CONDUCT

- 503 -- Conduct: Courtesy to Public -- 02.14.1985

- 1-3 -- Establishment of Office of Business Opportunity Advisory Board -- 05.31.2012
- 1-4 -- Employee Health Benefits Advisory Committee -- Rescinded 12.18.14
- 1-5 -- Independent Police Oversight Board -- Revised 06.25.2018
- 1-6 -- Veteran's Employment Preference -- 11.16.2010
- 1-7 -- City Contractors' Pay or Play Program -- 01.03.2012
- 1-8 -- Healthy Houston Initiative -- 09.17.2012
- 1-9 -- City of Houston Enterprise Geographic Information System -- 05.01.2007
- 1-10 -- Releases of Housing and Community Development Liens -- 10.15.2010
- 1-11 -- Public Safety Advisory Committee -- 06.06.2011
- 1-12 -- Amended Controlled Substance and Alcohol Abuse -- 09.26.2014 (amended signed 04.14.2016)
- 1-13 -- Employee Payroll Deduction Policy -- 09.24.2010
- 1-14 -- Procurement and Payment Policies -- 03.26.2010
- 1-15 -- Houston Complete Streets and Transportation Plan -- 11.01.2013
- 1-16 -- Rating Proposed Minority and Women Business Enterprise Participation Levels -- 10.18.1995
- 1-17 -- Language Access-- Rescinded 05.16.2014
- 1-18 -- Policy on Use of Social Media -- 01.04.2011
- 1-19 -- Demolition of Privately Owned Buildings -- Rescinded 09.11.2013
- 1-21 -- Acceptance of Real Property as Tax Strike-Off -- 04.15.2014
- 1-22 -- Closure of Performance and Convention Venues During States of Emergency -- 12.22.2009
- 1-23 -- Space Planning and Facility Analysis -- Rescinded 07.11.2011
- 1-24 -- Statement of Goals of the Mayor to Retain Law Firms Who Desire to Increase, Retain and Promote Minority Lawyers -- 02.19.1993
- 1-25 -- Exercise of Mayor's Emergency Authority during a Local State of Disaster -- 02.03.2010
- 1-26 -- Implementation of Ordinance 92-1245 Campaign Finance Ordinance -- Rescinded 07.11.2011
- 1-27 -- Implementation and Administration of a Furlough Plan -- 12.03.2010
- 1-28 -- Executive Order Regarding Gifts -- 01.04.2011
- 1-29 -- Creation and Use of Non-Profit Corporations -- Rescinded 03.05.2014

Executive Orders – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153





Administrative Policies – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153

- 2-3 -- Severe Weather and Other Emergency Conditions -- 10.12.2015
- 2-4 -- Electronic Timekeeping Policy -- 02.22.2012
- 2-5 -- Authorization and Reimbursement for Local and Out-of-Town Travel and Travel Related Expenses -- 04.11.2017
- 2-6 -- Post-Bid Opening Contracting Procedure for Departmental Non-Federally Funded Construction Projects -- 05.01.1985
- 2-7 -- Five Year Capital Improvement Plan -- Rescinded 02.08.2011
- 2-7 -- Campaign Finance – Limitations Affecting City Contracting, etc. -- 11.21.2011
- 2-8 -- Pandemic Preparedness Plan for City of Houston Workforce -- 06.19.2009
- 2-9 -- Guidelines for Responding to Requests for Public Information -- 02.13.2018
- 2-10 -- City Nonprofit and Local Government Corporations -- 03.05.2014
- 2-11 -- Language Access -- 05.16.2014
- 2-12 -- Employee Suggestion Program -- Rescinded 02.02.2015
- 2-13 -- Notary Public Appointments and Reappointments -- 12.05.2014
- 2-14 -- Hazard Communication Program -- 10.28.2016
 - Chemical Hazard Assessment (.doc)
 - Contractor Compliance Form (.doc)
 - Workplace Chemical List (.doc)
 - Site Specific Hazard Communication Training (.doc)
 - Hazard Communication Training Attendance Roster (.doc)
- 2-15 -- Procurement and Use of Products Made from Recyclable Materials -- 04.23.1991
- 2-16 -- Combined Municipal Campaign for Charitable Donations -- 07.02.2013
- 2-18 -- International Agreements, Equipment Sales and Donations, and Disaster Relief -- 09.01.2000
- 2-19 -- Automatic External Defibrillators -- 04.03.2001
- 2-20 -- Spill Prevention & Response -- Rescinded 02.08.2011
- 2-21 -- Employee Safety and Health -- 1.20.2015



Ethics



Conduct yourself...

- Professionally
- Honestly

Follow the rules

Follow highest standards

Code of Ordinances Chapter 18

EO 1-39: Establishment of Office of
Inspector General for Investigation of
Employee Misconduct



Emergency Situations

Designated as either essential or nonessential

Tier Based

- Tier 1 – Employees report to work in an emergency
- Tier 2 – Employees are on call
- Tier 3 – Employees not deemed essential in an emergency. May report to work from other locations

Check with your supervisor

AP 2-3: Severe Weather and Other Emergency Conditions





Use of City Communication Systems



Communication Systems

- Telephone
- Email
- Mail

Business purposes with limited personal use

Mayor's Policy 503: Personal Telephone Calls and Mail

EO 1-48: Information Technology Security

AP 8 – 1: Use of City Information & City Information Technology Resources





Texas Public Information Act (TPIA)



Purpose:

- Encourage an open government
- Provides citizens equal access to information collected, assembled, or maintained by a government body

Public information consists of:

- Paper
- Photographs
- Tapes (video and audio)
- Emails
- Text messages





Solicitation and Distribution

Not allowed

Includes:

- Asking for funds/contributions
- Selling products i.e. Girl Scout Cookies
- Requesting signatures for petitions
- Asking support for political candidates

EO 1-51: Employment: Solicitation

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153





Gift Policy

Prohibited from accepting gifts

Gifts include:

- Food
- Goods
- Services
- Money
- Lodging
- Transportation
- Discounts
- Rebates

EO 1-28: Executive Order Regarding Gifts





Smoking Policy

1. Prohibited by city ordinance in enclosed areas
2. Generally permitted outside public buildings
3. Permitted in specific areas within 25 feet of building's entrance/exit

Code of Ordinances Chapter 21, Article 9, Section 21





Hiring of Relatives



1. You may not supervise or give administrative direction to a relative
2. You may not be supervised by a relative
3. Cannot report to the same immediate supervisor

Mayor's Policy 104: Hiring of Relatives



Courtesy to the Public

Mayor's Policy 502: Courtesy to the Public

- City of Houston serves the public
- Be courteous
- Be respectful
- Never keep public waiting an unreasonable amount of time

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Jessica Rich (832)393-6173
- Marshall Watson (832)393-6153





Electronic Timekeeping Policy

AP 2-4: Electronic Timekeeping Policy

- Uses KRONOS
- Nonexempt employees clock in/out
- Time clocks at every city location
- Do not ask someone else to clock in/out for you





Violence in the Workplace

AP 3-21: Violence in the Workplace

- Ensures a safe workplace
- Creates awareness
- Establishes procedures for reporting
- Establishes plan for incident management





Questions?

STAR: reflects the new nation of Texas in the West



LOCOMOTIVE: represents progress

PLOW: represents Texas agriculture

City Seal – Symbolizes the Rails Transporting Texas's Crops.