Return at
12:30 PM

Employee Rights and Responsibilities

PRESENTED BY HR'S CIVIL SERVICE & EEO DIVISION

Presenter



Marshall Watson

Administrative Coordinator - ADA

Civil Service & EEO Division



Functioning of City of Houston's Government

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

City Charter

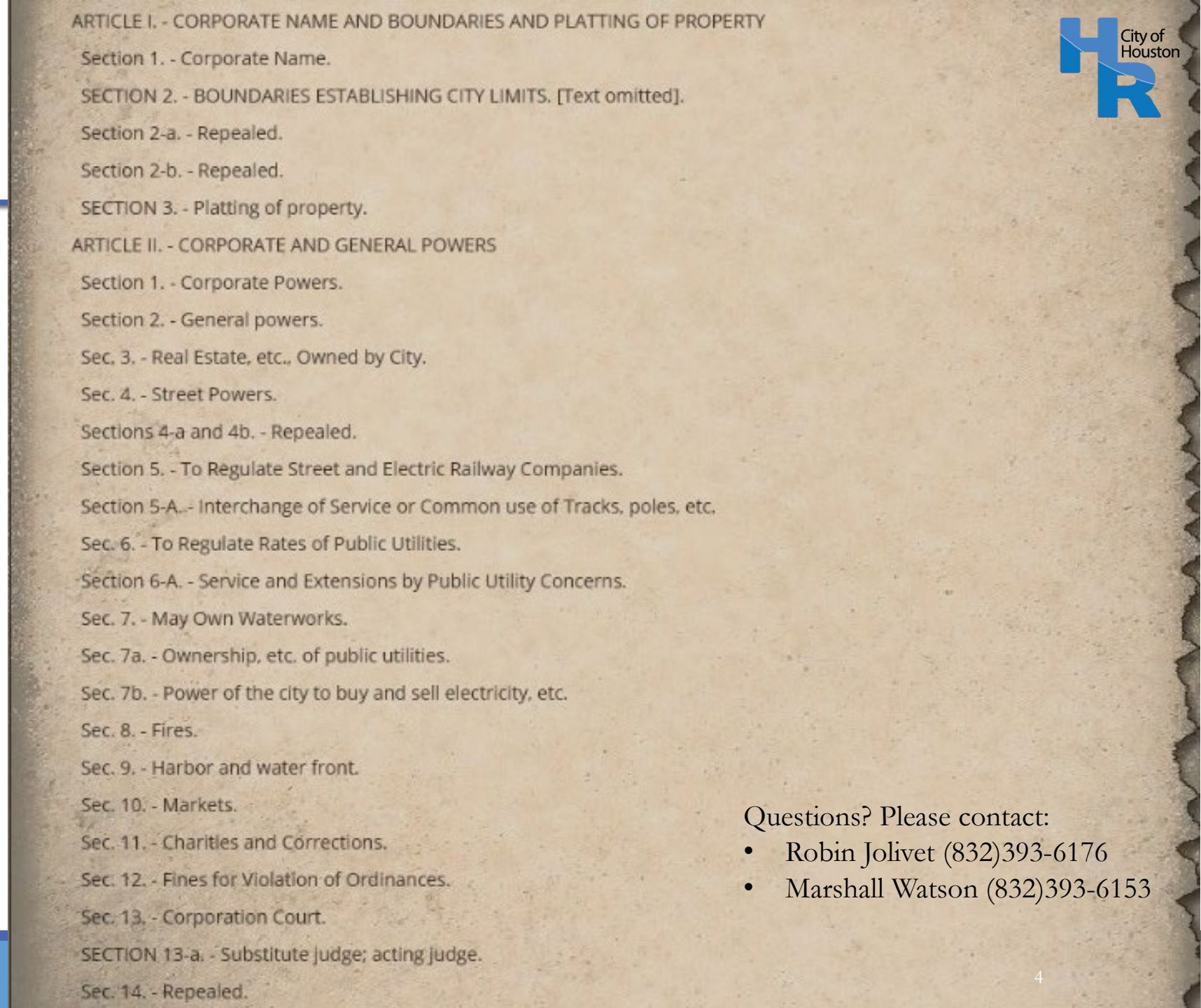
Charter – written instrument that grants privileges to a city from the state

Blueprint for how City operates:

- Who
- What
- When
- How

Establishes basic:

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



Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153



Charter Evolvement

- ✓1837 – 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



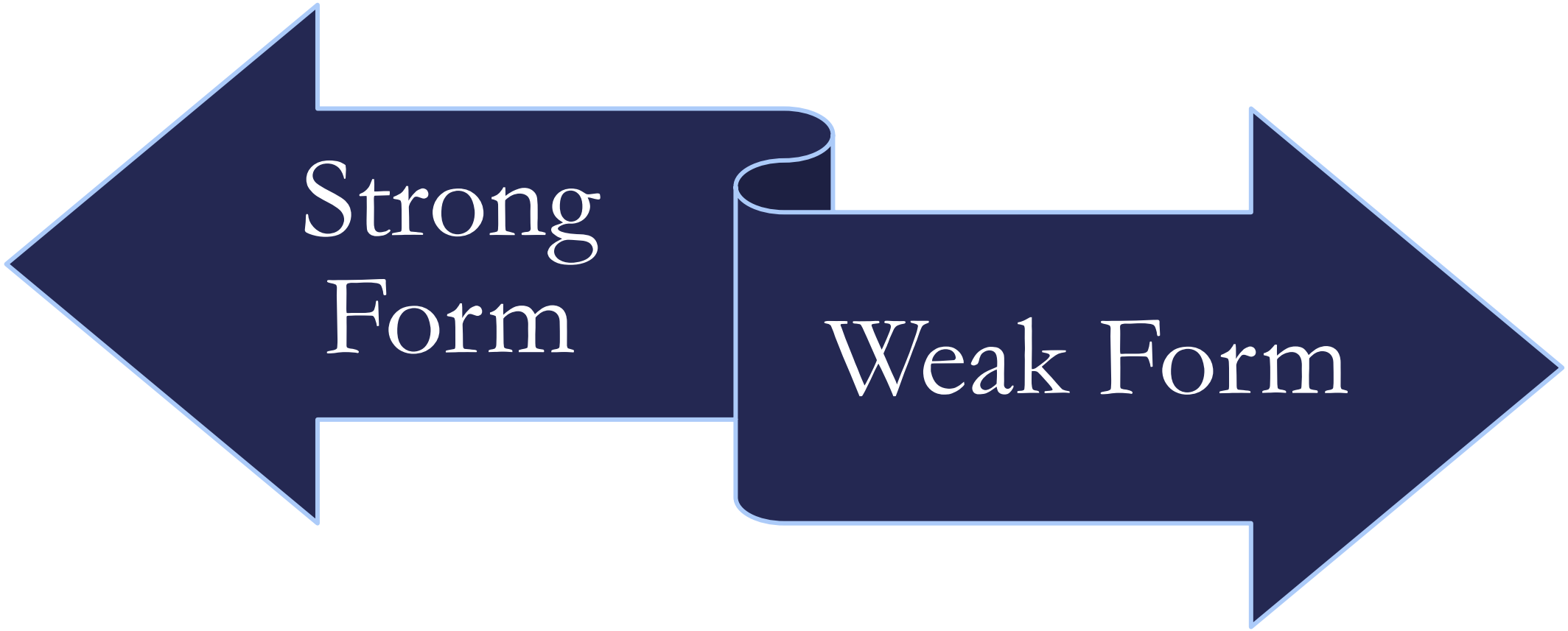
Types City Government

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:

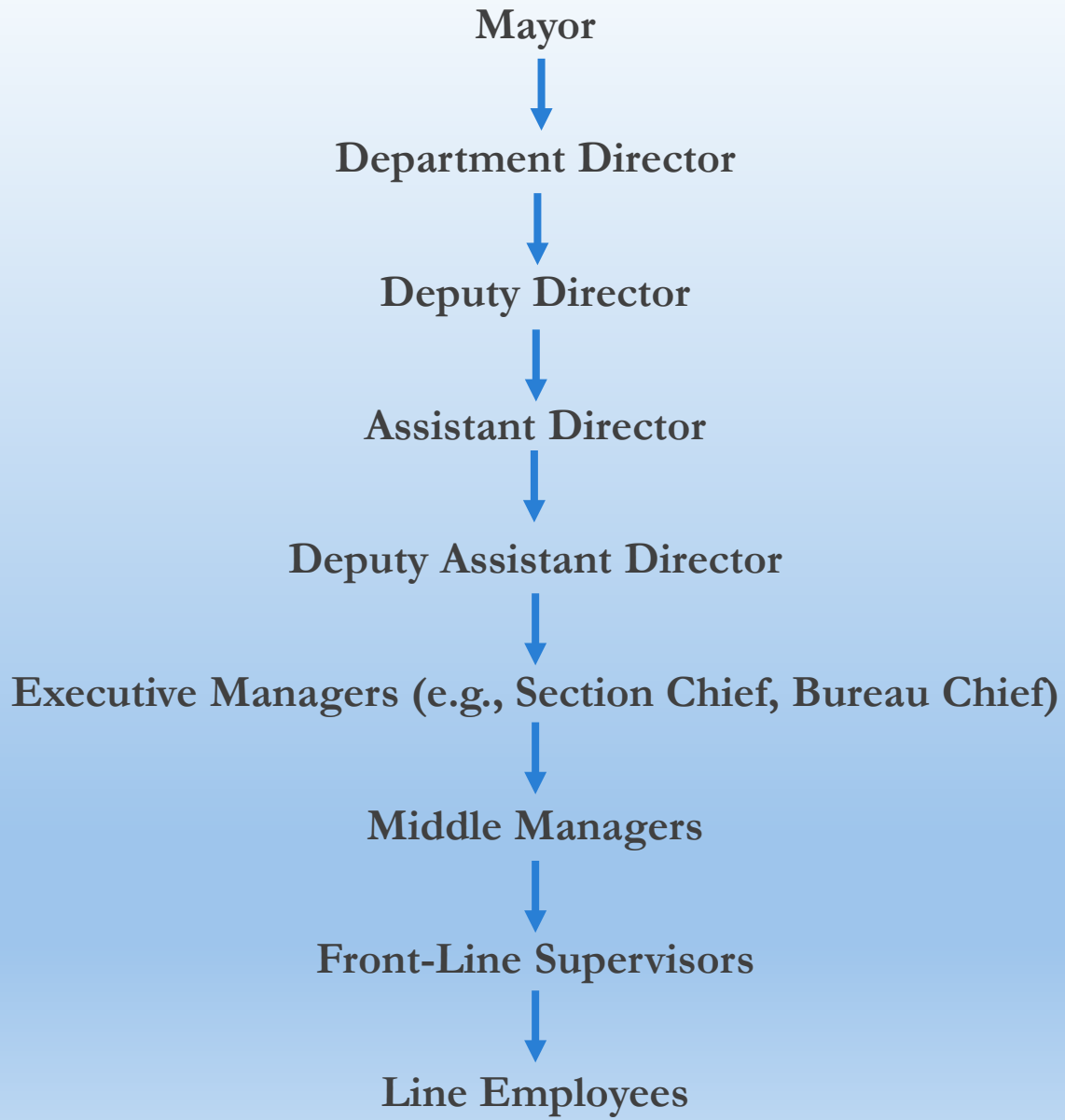
- Department Heads
- Advisory Boards
- Commissions
- Council Committees

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
- 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:

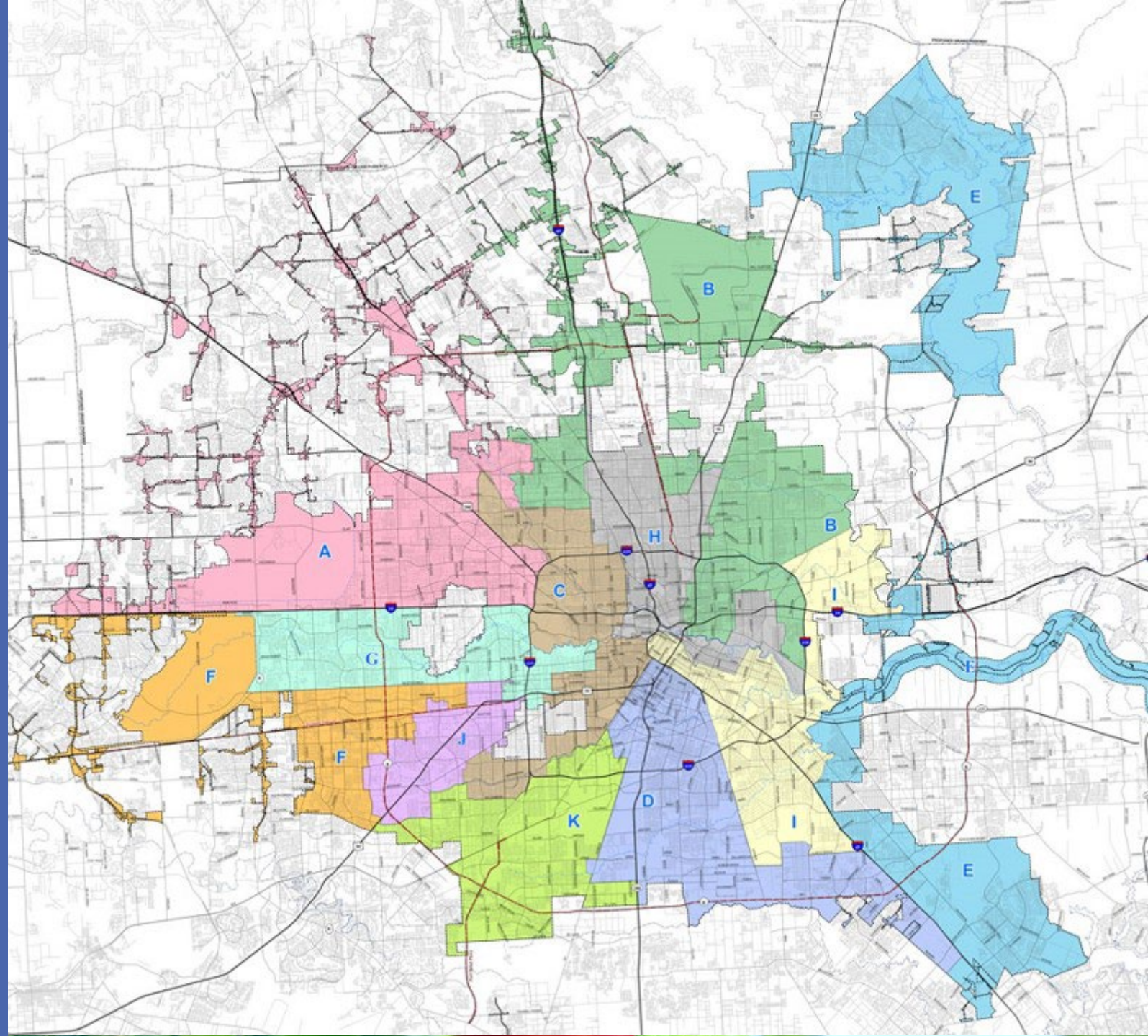
- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153



City Council Districts

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153





AMY PECK

832.393.3010

districta@houstontx.gov

DISTRICT A



TARSHA JACKSON

832.393.3009

districtb@houstontx.gov

DISTRICT B



ABBIE KAMIN

832.393.3004

districtc@houstontx.gov

DISTRICT C



CAROLYN EVANS-SHABAZZ

832.393.3001

districtd@houstontx.gov

DISTRICT D



DAVE MARTIN

832.393.3008

districte@houstontx.gov

DISTRICT E



TIFFANY THOMAS

832.393.3002

districtf@houstontx.gov

DISTRICT F

City Council Members



MARY NAN HUFFMAN

832.393.3007

districtg@houstontx.gov

DISTRICT G



KARLA CISNEROS

832.393.3003

districth@houstontx.gov

DISTRICT H



ROBERT GALLEGOS

832.393.3011

districti@houstontx.gov

DISTRICT I



EDWARD POLLARD

832.393.3015

districtj@houstontx.gov

DISTRICT J



MARTHA CASTEX-TATUM

832.393.3016

districtk@houstontx.gov

DISTRICT K



MIKE KNOX

832.393.3014

atlarge1@houstontx.gov

AT-LARGE POSITION 1

City Council Members



DAVID ROBINSON

832.393.3013

atlarge2@houstontx.gov

AT-LARGE POSITION 2



MICHAEL KUBOSH

832.393.3005

atlarge3@houstontx.gov

AT-LARGE POSITION 3



LETITIA PLUMMER

832.393.3012

atlarge4@houstontx.gov

AT-LARGE POSITION 4



SALLIE ALCORN

832.393.3017

atlarge5@houstontx.gov

AT-LARGE POSITION 5

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



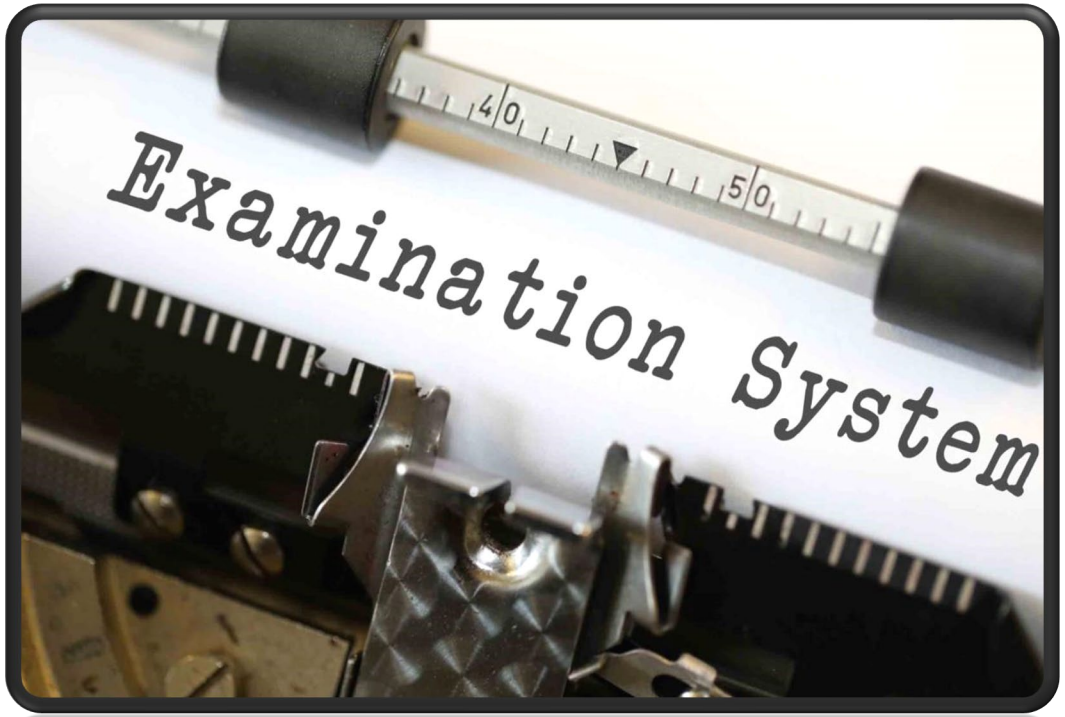


Civil Service System

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

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



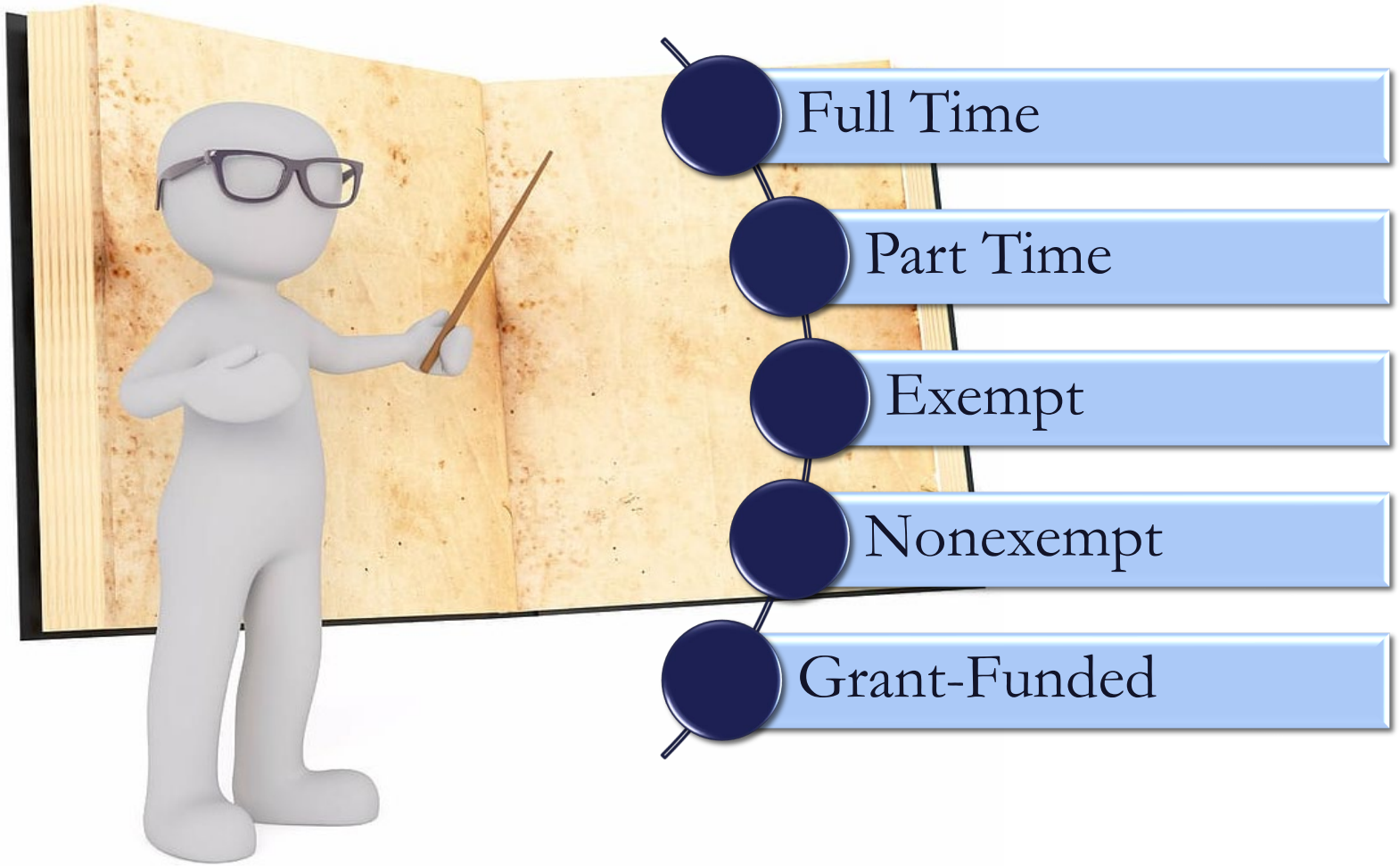


Employment

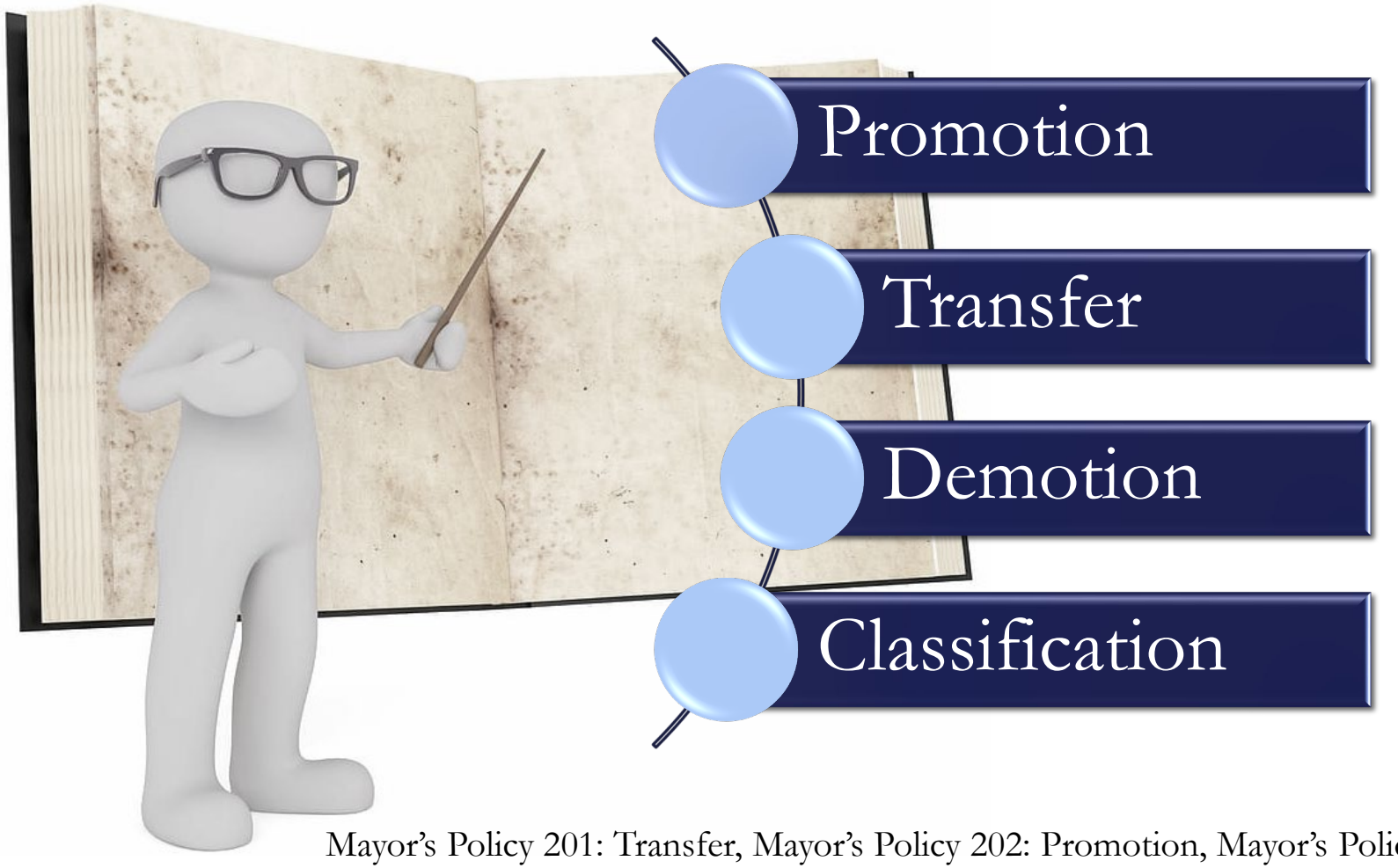
Questions? Please contact:

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- Marshall Watson (832)393-6153

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

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

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153



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



Texas Labor Code

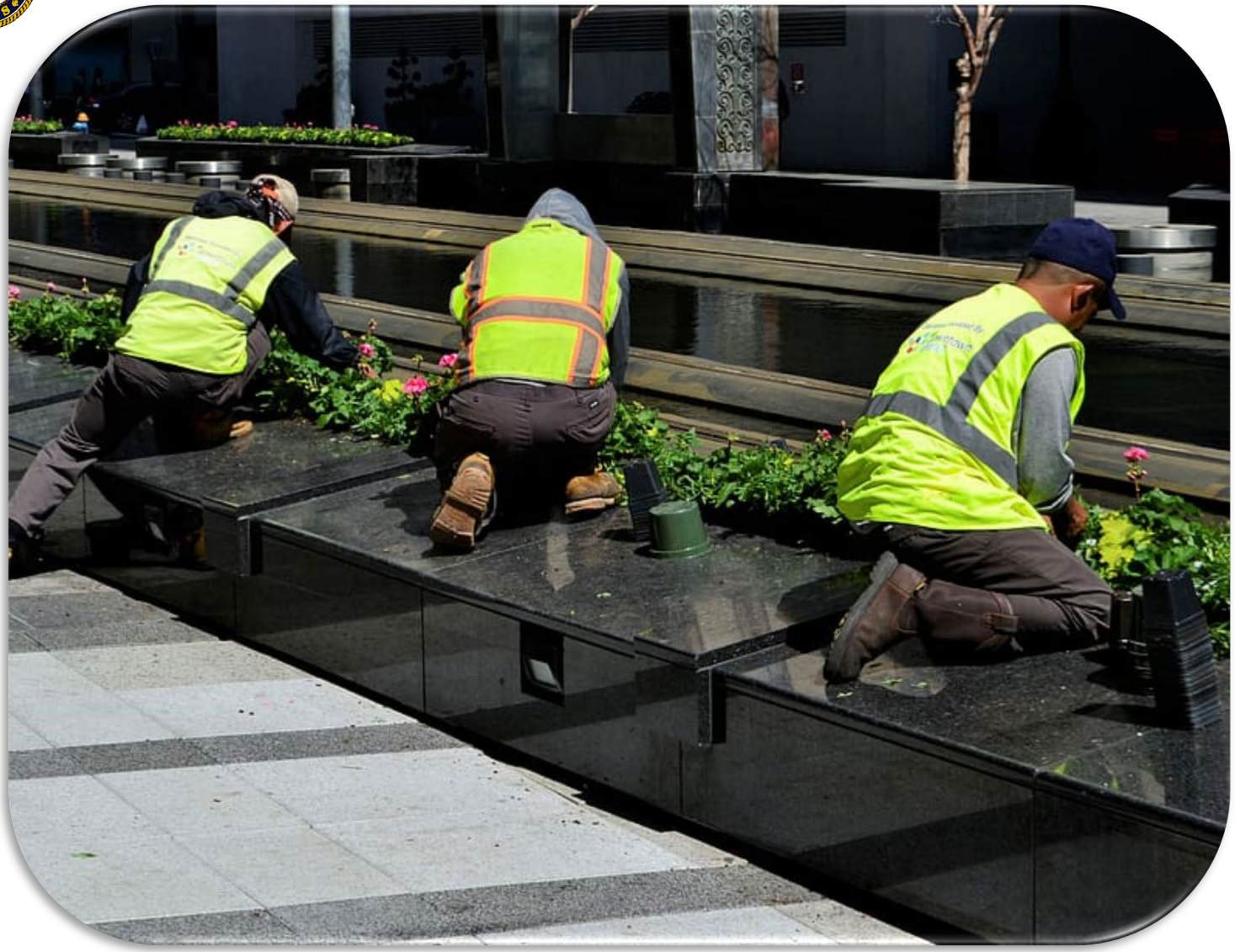
- Texas is a Right to Work State
- Cannot be threatened, forced, or coerced
- Choice to join or not join is yours
- Cannot be required to join a union or pay dues

Employment – Labor Union Agreements

HOUSTON PROFESSIONAL FIRE FIGHTERS ASSOCIATION

HOPE AFSCME Local 123

HOUSTON POLICE OFFICERS' UNION



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

- 3-year term – Expires June 30, 2024
- 3% Across the board pay increase
- HOPE Leave Pool
- Departmental Union Representatives
- Grievance Procedure
- Employee Concern Resolution Program



Employee Relations

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

Employee Relations – Grievance Procedure

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

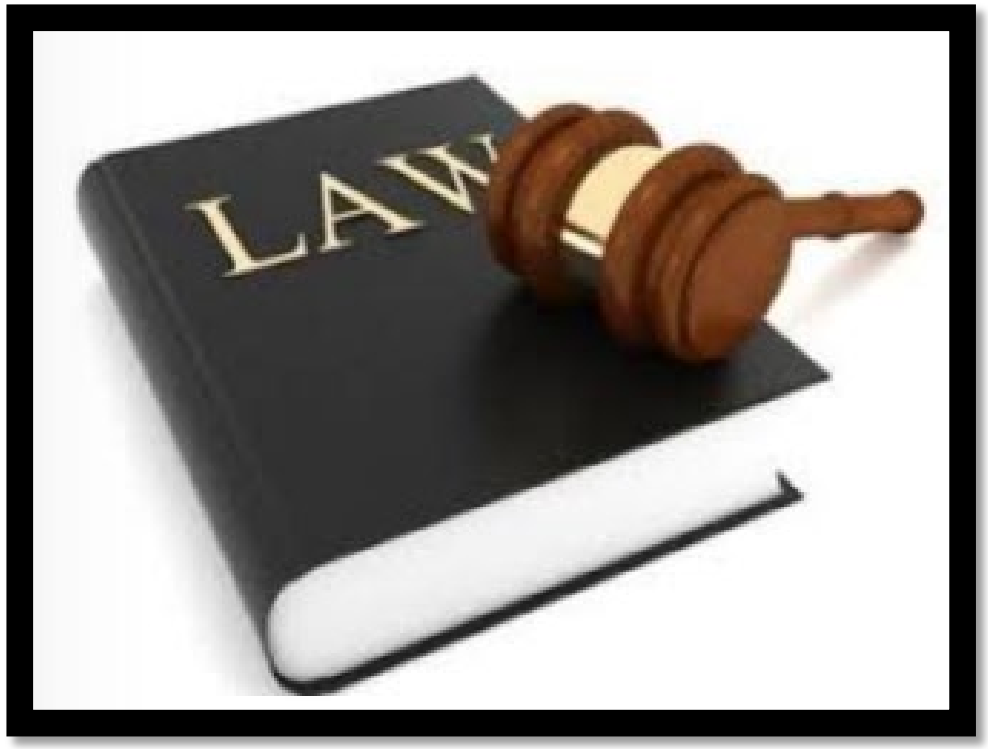




Employee Relations – Grievance Filing Period

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

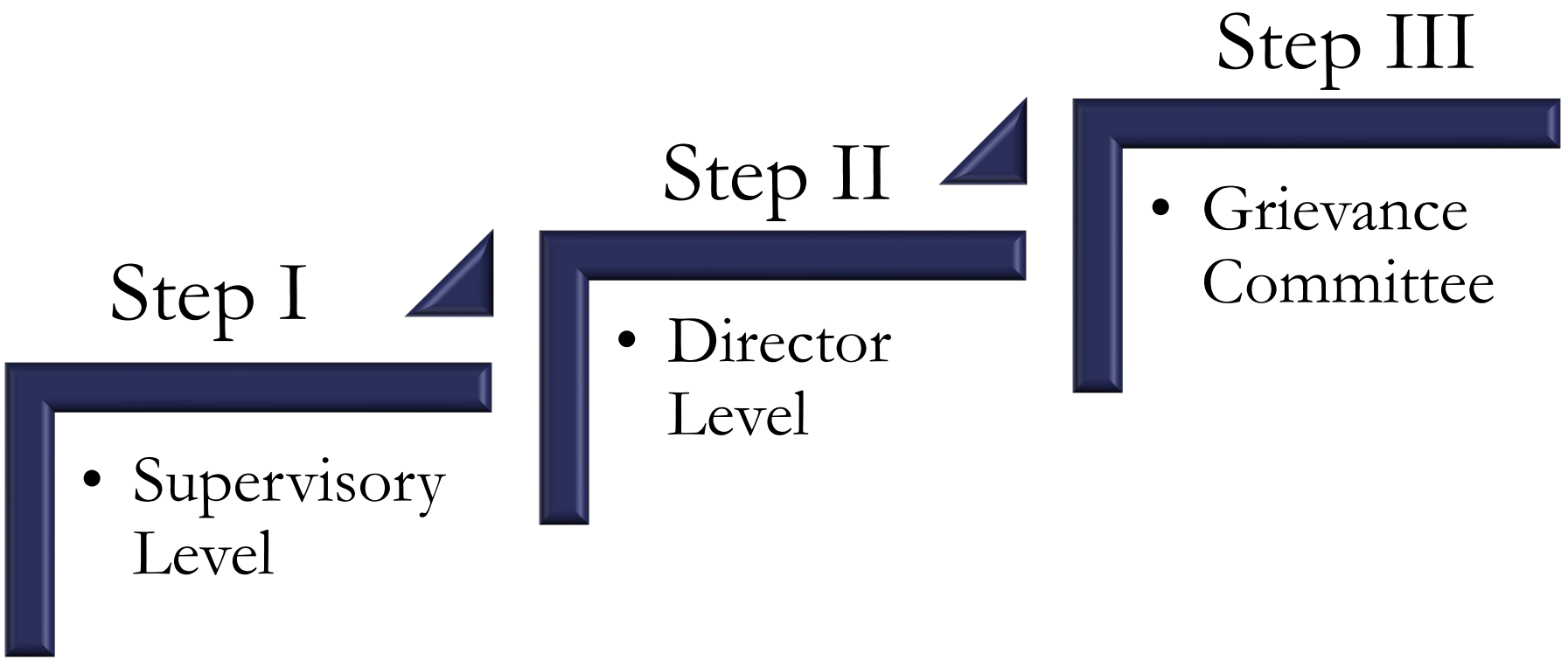
Employee Relations – Grievable Issues



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)

Questions? Please contact Robin Jolivet (832)393-6176, Marshall Watson (832)393-6153

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:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153



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



Questions? Please contact Robin Jolivet (832)393-6176, Marshall Watson (832)393-6153

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 are not eligible

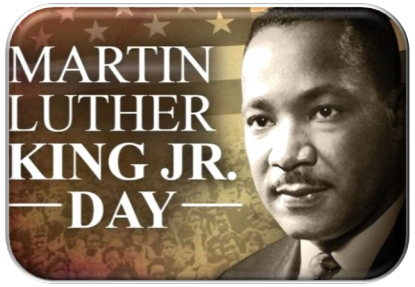
Years of completed service	Vacation hours earned per year
Year 1-4	80
Year 5	120
Year 6 and 7	128
Year 8 and 9	136
Year 10 and 11	144
Year 12	152
Year 13	160
Year 14	168
Year 15	176
Year 16	184
Year 17	192
Year 18+	200

Vacation Accrual Rate

Time Off - Holidays



New Year's Day



MLK Day



Memorial Day



Juneteenth



Independence Day



Labor Day



Veterans Day



Thanksgiving & Day After



Christmas Eve & Christmas Day

Floating Holiday

- Calendar year
- Resets each Jan 1
- Hired before June30 – 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

Sick Days Used	Personal Leave Days Earned (Eight-Hour Days)
0	3
1	2
2	1

Time Off - Wellness

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

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153



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

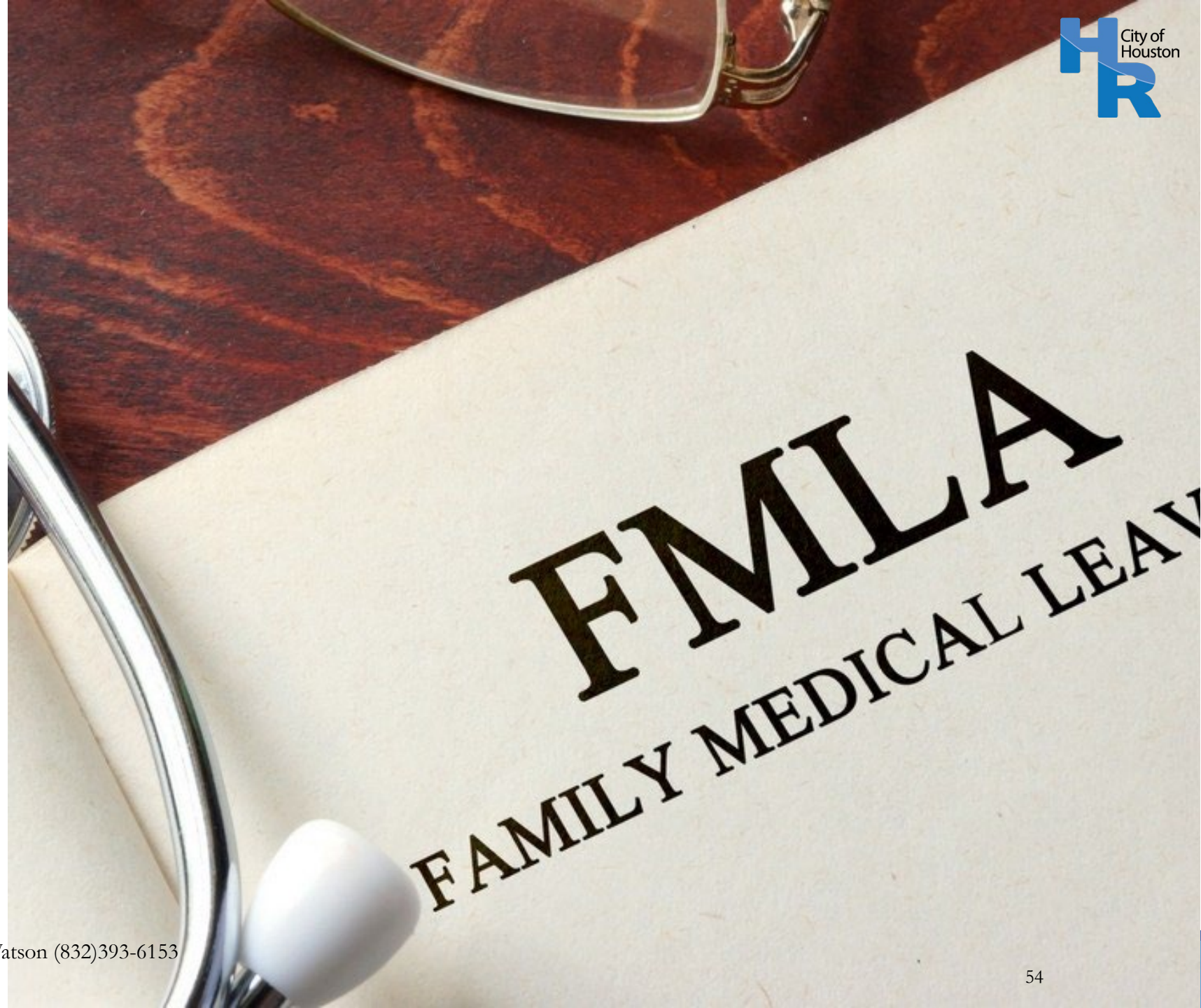
Family and Medical Leave Act 1993

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



Questions? Please contact Robin Jolivet (832)393-6176 Marshall Watson (832)393-6153



While You are at Work . . .

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

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

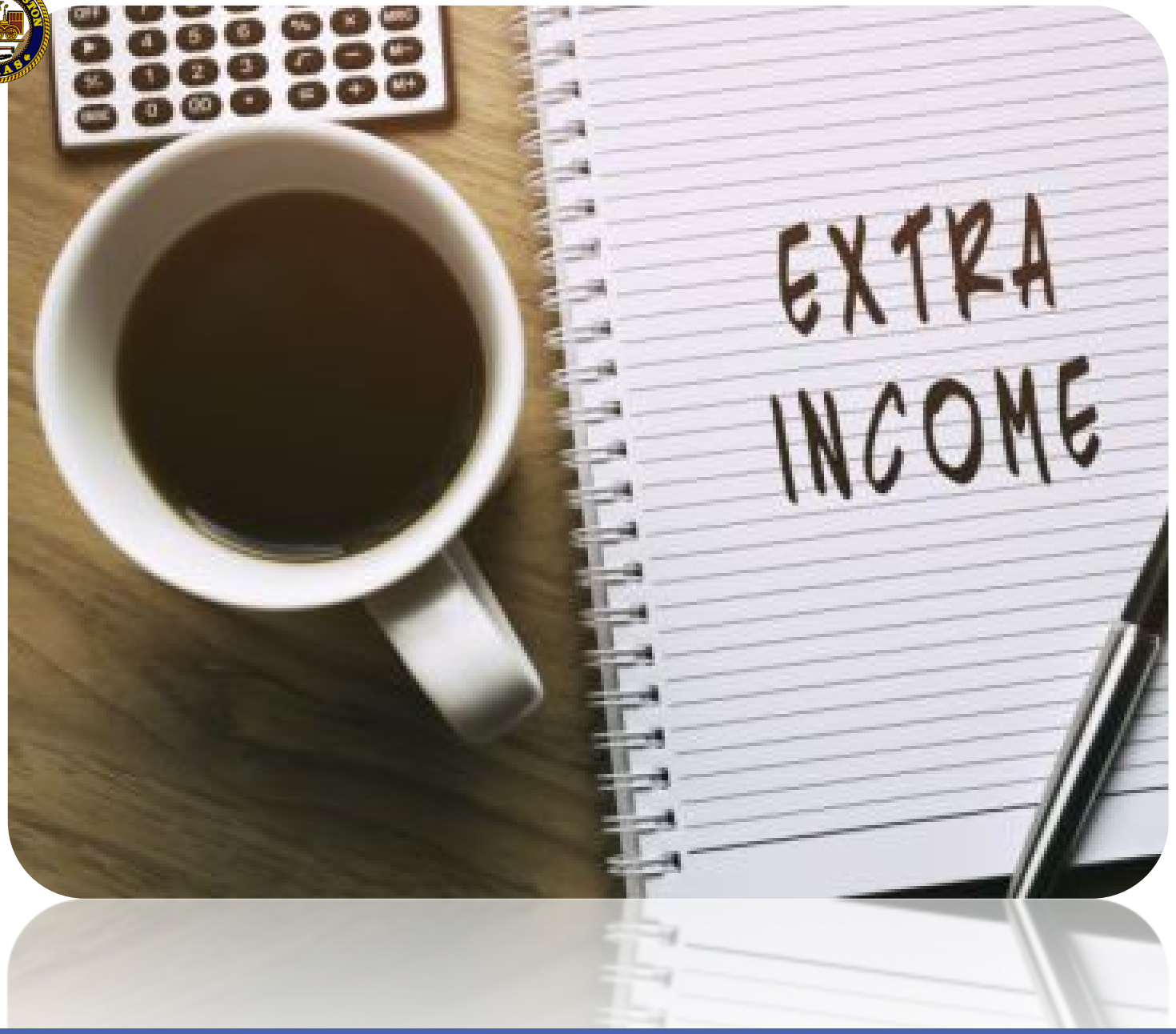
Created within 30 days of :

- 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

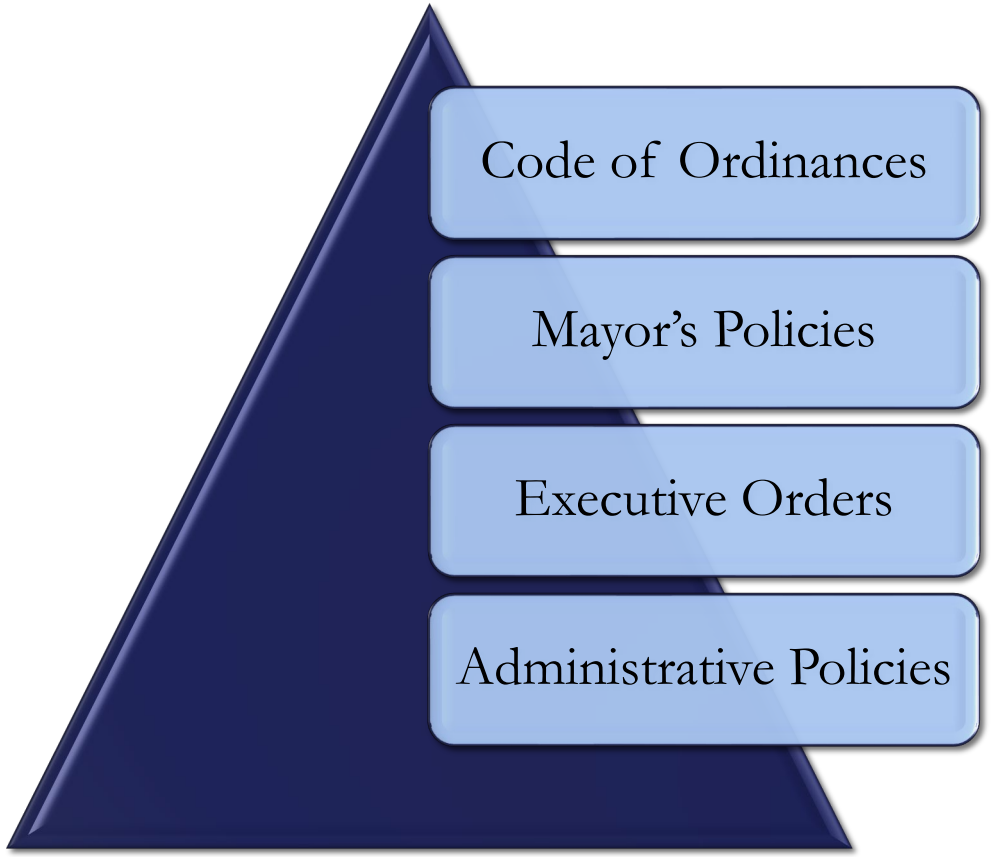


Policies

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

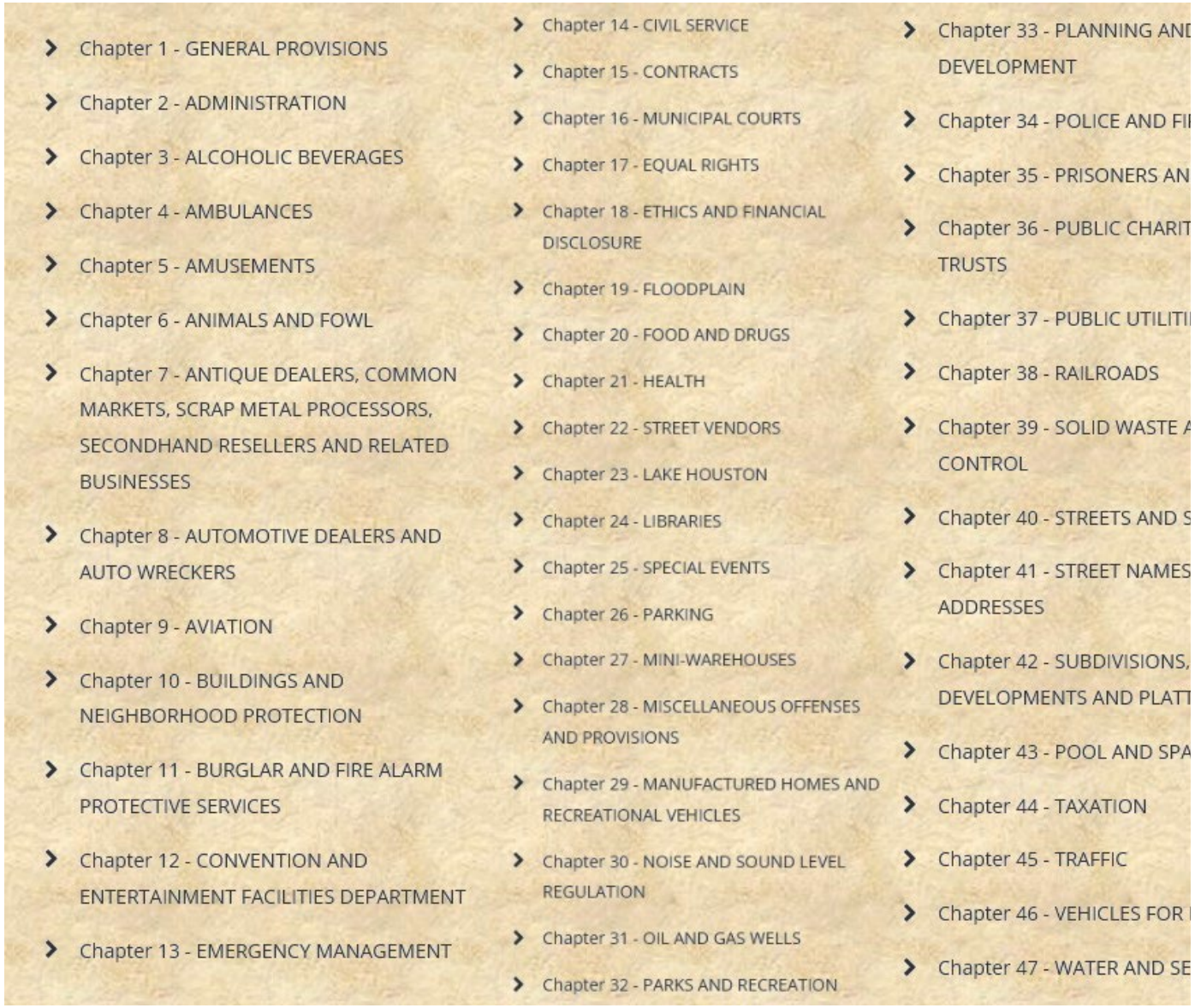
Employee Conduct



- 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

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



- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- Chapter 3 - ALCOHOLIC BEVERAGES
- Chapter 4 - AMBULANCES
- Chapter 5 - AMUSEMENTS
- Chapter 6 - ANIMALS AND FOWL
- Chapter 7 - ANTIQUE DEALERS, COMMON MARKETS, SCRAP METAL PROCESSORS, SECONDHAND RESELLERS AND RELATED BUSINESSES
- Chapter 8 - AUTOMOTIVE DEALERS AND AUTO WRECKERS
- Chapter 9 - AVIATION
- Chapter 10 - BUILDINGS AND NEIGHBORHOOD PROTECTION
- Chapter 11 - BURGLAR AND FIRE ALARM PROTECTIVE SERVICES
- Chapter 12 - CONVENTION AND ENTERTAINMENT FACILITIES DEPARTMENT
- Chapter 13 - EMERGENCY MANAGEMENT
- Chapter 14 - CIVIL SERVICE
- Chapter 15 - CONTRACTS
- Chapter 16 - MUNICIPAL COURTS
- Chapter 17 - EQUAL RIGHTS
- Chapter 18 - ETHICS AND FINANCIAL DISCLOSURE
- Chapter 19 - FLOODPLAIN
- Chapter 20 - FOOD AND DRUGS
- Chapter 21 - HEALTH
- Chapter 22 - STREET VENDORS
- Chapter 23 - LAKE HOUSTON
- Chapter 24 - LIBRARIES
- Chapter 25 - SPECIAL EVENTS
- Chapter 26 - PARKING
- Chapter 27 - MINI-WAREHOUSES
- Chapter 28 - MISCELLANEOUS OFFENSES AND PROVISIONS
- 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
- Chapter 33 - PLANNING AND DEVELOPMENT
- Chapter 34 - POLICE AND FI
- Chapter 35 - PRISONERS AN
- Chapter 36 - PUBLIC CHARIT TRUSTS
- Chapter 37 - PUBLIC UTILITI
- Chapter 38 - RAILROADS
- Chapter 39 - SOLID WASTE A CONTROL
- Chapter 40 - STREETS AND S
- Chapter 41 - STREET NAMES ADDRESSES
- Chapter 42 - SUBDIVISIONS, DEVELOPMENTS AND PLATT
- Chapter 43 - POOL AND SPA
- Chapter 44 - TAXATION
- Chapter 45 - TRAFFIC
- Chapter 46 - VEHICLES FOR
- Chapter 47 - WATER AND SE

Questions? Please contact Robin Jolivet (832)393-6176, Marshall Watson (832)393-6153

Mayor's Policies – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- 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

- 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

City of Houston

Executive Orders – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

Security On City Premises – EO 1-37

- City Premises – property owned or under control of COH
- Weapons including all knives and firearms
- Prohibitions under Section 411.203 of the Texas Government Code and Section 14-184 of the Code of Ordinances
- State Law License to Carry exclusions:
  - Texas Open Meeting Act proceedings
  - Premises of any government court or court office
  - Secure Area of a Law Enforcement Facility
  - Any other prohibited location under Penal Code Chapter 46



Security On City Premises – EO 1-37

- Identification Badges must be worn and prominently displayed
- Public Notice shall be posted at City Entrances
- Enforcement Procedures



**** Individuals Licensed to Carry will not be allowed beyond the secured area in City Buildings and Facilities.***

Administrative Policies – Partial List

Questions? Please contact:

- Robin Jolivet (832)393-6176
- Marshall Watson (832)393-6153

City of Houston

- 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

SECTION 3 - PERSONNEL



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

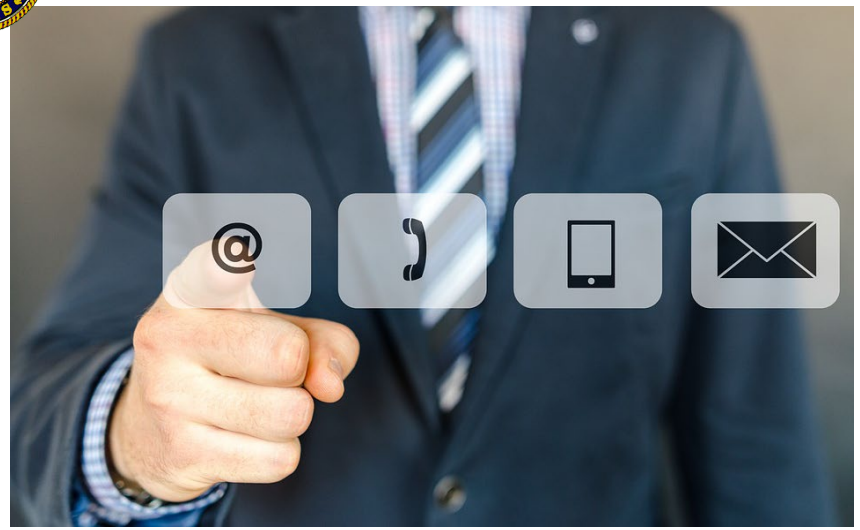
Tier Based

- 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
- 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
- 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.