
Employee Handbook Temporary Employees

(S Key Code)



City of Fort Worth
November 2005

ATTENTION

This Employee Handbook is not intended to be an all-inclusive statement of City policy. Copies of the Personnel Rules and Regulations Manual are available in each department and may be accessed on the Internet and Intranet. City employees are encouraged to refer to them at any time. City departments and divisions may have additional policies or procedures which employees must follow to perform required tasks effectively.

The City may change policies in this handbook as time and conditions dictate. Although the Human Resources Department will try to keep this handbook current, there may be times when policy will change before revisions can be made. Employees are encouraged to use the Personnel Rules and Regulations Manual for current, detailed policies and procedures. The Personal Rules and Regulations take precedence if there is a conflict with this handbook.

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THE CITY OF FORT WORTH

Community Vision:

These strategic goals provide a clear direction for the city as we move toward achieving our quality of life goals and the city's Vision of becoming the most livable city as articulated in the City's Comprehensive Plan. We are fully committed to continuing to strive toward making Fort Worth the best place in America to live, work, raise a family and retire.

- Become the nation's safest major city
- Create a cleaner and more attractive city
- Diversify the economic base and create job opportunities
- Revitalize central city neighborhoods and commercial districts
- Promote orderly growth in developing areas
- Ensure quality customer service
- Improve mobility and air quality

Statement of Values

- I. Our highest value as City Employees is the delivery of quality **customer service** to all our citizens.
 - ▶ Competence, Efficiency, Effectiveness, Responsiveness, Proactiveness, Continuous Improvement, Flexibility, Teamwork, Empowerment
- II. To be worthy of the people's trust, each of us must consistently practice **honest and ethical behavior** in the performance of our duties.
 - ▶ Openness, Fairness, Truthfulness, Forthrightness, Loyalty, Individual Dedication, Moral Courage, Justice
- III. In both our service to the public and our interactions with one another, we should always be guided by the principle of **mutual respect**.
 - ▶ Fairness, Positive Reinforcement, Equity, Partnership, Empowerment, Coaching and Mentoring, Inclusiveness/Involvement, Self-Esteem (Maintaining and Enhancing), Empathy (Listening and Responding with), Helping (Seeking to give Help/Asking for Help)

CITY OF FORT WORTH

Ethical Standards of Conduct

(Ord. No. 10617, adopted June 26, 1990)

Public service is a public trust. It is declared to be the policy of the City that the proper operation of democratic government requires that public officials and employees be independent, impartial and responsible only to the people of the City.

- that government decisions and policy should be made in the proper channels of the government structure;
- that no officer, employee or member of any board, commission or committee should have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of his/her duties in the public interest;
- that public office and public employment are positions of public trust imposing the duty of a fiduciary upon all employees and officeholders, who are not to use their public position for personal gain.

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- Put loyalty to the highest moral principles and the City above loyalty to person, City department, division, section or work unit.
 - Uphold the laws and regulations of the United States, the State of Texas, and the City of Fort Worth, and never be a party to their evasion.
 - Give a full day's labor for a full day's pay, giving to the performance of your duties your earnest and best thought.
 - Seek to find and employ more efficient and economical ways of getting your job accomplished.
 - Never discriminate by giving of special favors or privileges to anyone, whether for remuneration or not, and never accept, for yourself or your family, favors or benefits under circumstances which could be construed by reasonable persons as influencing the performance of your governmental duties.
 - Make no private promises of any kind binding upon your job or office, since a City government employee has no private word, which can be binding on public duty.
 - Engage in no business with government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
 - Never use any information coming to you confidentially in the performance of your City duties as a means for making private profit.
 - Expose illegal conduct wherever discovered. If you believe that an illegal act has been committed, you should report the suspected violation to your supervisor or department director. If you do not feel comfortable reporting the suspected violation within your department, you may report it by calling 1-888-NOW-4ACT any time – day or night – or log on to NOW4ACT via the Intranet. You may choose to remain anonymous when providing information.

Printed Name

Date

Signature

Fort Worth's History

Staked out on a bluff as an army post in 1849 so the soldiers could watch movement of the Indians, Camp Worth was named for General William Jenkins Worth, a colorful Army officer who never saw the site.

By 1853, most of the camp had been abandoned with the soldiers moving to follow the retreating Indians. Settlers, changing the name of the area to Fort Worth, moved into the vacant buildings and began businesses.

Popular as a rest stop for cowboys moving cattle to northern markets, Fort Worth grew in population and reputation. Everything printed about frontier life - gunfights, saloons, huge ranches, cattle barons, Hell's Half Acre, "Butch Cassidy and the Sundance Kid," gamblin', preachin', wheelin' and dealin' - all happened in early Fort Worth, or "Cowtown" as it was called by thirsty cowboys.

City Services Begin

In 1873, the City incorporated. The first bank was established and the Texas and Pacific Railroad began laying track. By then, over 3,000 residents lived in Fort Worth and enjoyed services of a new city. A newspaper began publication, telegraph lines were strung, and the first city government was organized on March 1, 1873. Minutes of the first council meeting and all since are on record in the City Secretary's Office. Public safety was important; a police force was created, and the Fort Worth Volunteer Hook and Ladder Company was formed.

Since 1873, the City has grown from just more than 4 square miles to nearly 300 square miles. This makes Fort Worth the 13th largest city in the United States in land area. This growth was accomplished with the aid of various state laws granting certain powers to annex much smaller communities or unincorporated land.

City Government Today

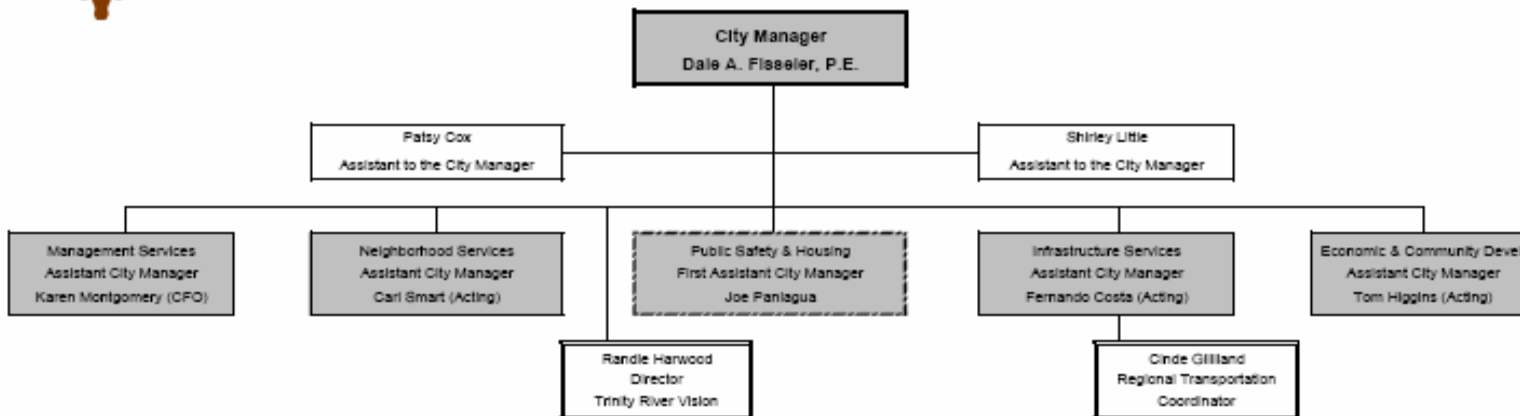
Fort Worth operates under the council-manager form of government. The City Council is comprised of eight members, elected from single member districts, and a mayor who is elected at-large. City Council is the policy making body and appoints a city manager to administer its policies.

The City Manager attends all council meetings and offers advice on matters before the council, but has no vote on actions taken by the council.



FORT WORTH CITY MANAGER'S OFFICE ORGANIZATIONAL CHART

February 4, 2008



- Departments**
- Budget & Management Services
 - Finance
 - Human Resources
 - IT Solutions
 - Municipal Courts
- Offices/Functions**
- Org. Analysis Unit
 - Records Management
- Board Responsibilities**
- Retirement Board
- Special Projects**
- Enterprise Resource Planning
 - Performance Studies/Sunset Reviews
- Council Committee**
- Audit and Finance Advisory Committee

- Departments**
- Code Compliance
 - Community Relations
 - Environmental Management
 - Library
 - Parks & Community Services
- Liaison Responsibilities**
- Corporate Champions for Children
 - Fort Worth Art Commission
 - Fort Worth Zoo Assoc.
 - League of Neighborhoods
- Special Projects**
- Aquatics Master Plan
 - Water Gardens
- Council Committee**
- Environmental/Neighborhood and Community Services

- Departments**
- Equipment Services
 - Fire
 - Housing
 - Police
 - Public Health
- Offices/Functions**
- City Manager's Office
 - Emergency Management
 - Intergovernmental Relations
- Liaison Responsibilities**
- 911 District
 - Ambulance Authority
 - Crime Control District
 - FMSD After School
 - Housing Authority
 - Regional Emergency Preparedness Planning Council
 - Safe City Commission
- Special Projects**
- Customer Call Center
 - Homeland Security
 - Omni Hotel Liaison
- Council Committee**
- Legislative & Intergovernmental Affairs

- Departments**
- Engineering
 - Planning & Development Services
 - TPW
 - Water and Sewer
- Liaison Responsibilities**
- NTTA
 - Regional Transportation Council
 - Tarrant Regional Water Dist.
 - Transit Authority
 - TxDOT
- Special Projects**
- 820135 North Corridor
 - Annexation Plan
 - Capital Projects Management
 - Comprehensive Plan
 - Mobility & Air Quality
 - Natural Gas Initiatives
 - Southwest Parkway 121
 - Stormwater
 - Tower 55
- Council Committee**
- Infrastructure and Transportation Committee

- Departments**
- Aviation
 - Economic & Community Development
 - MWBE Functions
 - Public Events
- Liaison Responsibilities**
- Alliance Airport Authority
 - Central City Committee
 - Chambers of Commerce
 - CVB
 - Development Authorities
 - DFW Airport Board
 - Downtown FW Inc.
 - Lancaster Corridor
 - TIF Boards
- Special Projects**
- Airports Master Plan
 - Commercial Corridors
 - Convention Center Hotel
 - Cultural District Plan
 - NEZs
- Council Committee**
- Central City Revitalization & Economic Development

ADMINISTRATIVE REGULATIONS OF THE CITY OF FORT WORTH

City Intranet: <http://www.cfwnet.org/CityDocs/ARs/>

CITY PERSONNEL RULES AND REGULATIONS

City Intranet: <http://www.cfwnet.org/HR/PRR/Index.asp>

External Web site: <http://www.fortworthgov.org/HR/PRR/Index.asp>

HIRING

Condition of Employment for Direct Deposit of Pay Checks

All employees hired after April 19, 2004, will be paid either through direct deposit at an appropriate financial institution of their choice or via pay card. Choice of direct deposit option will occur on the first day of work at new employee orientation.

Demotions

An employee may be demoted voluntarily or involuntarily. A voluntary demotion may be requested by an employee when an assignment to less difficult or responsible work would be to his/her advantage or in the best interest of the City. Unsatisfactory job performance and/or work habits may result in a disciplinary demotion.

Disabilities Coordinator

The Disabilities Program was created to improve the City's ability to recruit, develop and retain employees with disabilities and to provide better customer service to Fort Worth citizens with disabilities. The City Disabilities Coordinator conducts citywide disability related training, assists persons with disabilities to access the employment process, serves as the City's contact with agencies serving persons with disabilities and works with City staff on issues of job accessibility.

Diversity and Equal Employment Opportunity

The City values diversity in its workforce and to that end, all persons have equal access to employment. All artificial, arbitrary and non-job related barriers to employment such as race, color, national origin, gender, religion, age, sexual orientation and disability status (including contagious diseases such as tuberculosis (in the non-contagious state and HIV) shall be eliminated to ensure equal access to employment. The City is an Equal Employment Opportunity Employer.

Eligibility to Work in the USA

The Immigration Reform and Control Act of 1986 requires persons to verify their eligibility to work in the USA. Persons seeking employment with the City must provide documentation showing they are a citizen or national of the U.S., an alien lawfully admitted for permanent residence or an alien authorized to be employed in the U.S. Form I-9 will be completed during new employee orientation.

PAY

Direct Deposit

All employees hired after April 19, 2004, will be paid either through direct deposit at an appropriate financial institution of their choice or via pay card. The Payroll Department will initiate direct deposits to any bank/credit union in the USA affiliated with Automated Clearing House (ACH). City employees who wish to have direct deposits must go to the Payroll Division provide a voided check, and complete and sign authorization forms.

On-Call or Stand-By Duty Pay

On-call or Stand-by duty is covered under the Fair Labor Standards Act (FLSA). The FLSA requires “on-call” pay when an employee is so restricted by such duty that he/she does not have control over his/her time. Four (4) factors are used to determine eligibility for on-call pay: 1) whether the employee has a beeper (thereby permitting mobility); 2) the required response time after receiving a call; 3) whether the duty is absolutely mandated (no trade-offs and no consideration of emergencies); and 4) disciplinary consequences, if any, for failure to respond to a call.

Department managers are expected to establish their on-call policies so they are not restrictive enough to require compensation.

Overtime/ Compensatory Time

All overtime work must be approved by a supervisor. Supervisors must approve compensatory time and paid overtime in advance. Unauthorized overtime is grounds for disciplinary action.

- Non-exempt (hourly) employees who work more than 40 hours in a single pay week earn overtime or compensatory time at a rate of 1 1/2 times normal rate for each hour worked over 40 hours.
- Exempt (salaried) employees are not eligible for overtime pay; they may be eligible for compensatory time on an hour for hour basis for hours worked in excess of 40 hours in a single work week.

Non-exempt employees may not accrue more than 120 hours of compensatory time; overtime hours accrued beyond 120 hours will be compensated with pay. Exempt employees may not accrue more than 120 hours of compensatory time.

Vacation, major medical sick leave, compensatory time used, sick leave, short-term sick & family leave, family leave, military leave, jury duty, disciplinary leave without pay and voluntary leave without pay do not count as hours worked. Holiday leave, city business and training time count as time worked.

It is at the discretion of the department as to whether the non-exempt employee who works more than 40 hours in a single pay week will earn overtime pay or compensatory time unless the employee has accrued 120 hours of compensatory time. Employees should ask their supervisor about specific overtime/compensatory policies.

Pay Periods

Payroll is run biweekly, usually resulting in 26 pay periods per year. In most City jobs, pay periods begin at 12:01 AM on Saturday and end at 12 midnight Friday, two weeks later. Payday is the Friday following the end of a two-week pay period. Each paycheck includes payment for all hours worked during the pay period or hours covered by some form of paid leave. Paychecks or deposit slips are distributed to departments. Ask your supervisor to explain how paychecks or deposit slips may be picked up at your work site.

Shift Differential Pay

Temporary employees (S key codes) are not eligible for shift differential pay.

Work Hours

Work hours shall be scheduled by the supervisor. Work weeks are defined as 40 hours for full-time employees. Employees are normally paid bi-weekly (80 hours). Additional hours may be worked by employees with supervisor approval as time and conditions dictate.

Summary of Deductions

Voluntary deductions are made as a courtesy to employees. Employees should check with the Human Resources Department to determine what specific deductions are authorized by the City.

City employees who wish to have one or more of these specific deductions made from their paychecks may do so by requesting such action on appropriate forms. Any eligible employee wishing to authorize or cancel payroll deductions shall complete a voluntary payroll deduction form. You can obtain this form through our Intranet site: <http://www.cfwnet.org/hr/Forms/PayrollDeduct.pdf>

BENEFITS

Breaks/Lunch Periods

Lunch periods are from 30 minutes to one hour, depending upon the schedule in the department where an employee works. Employees should be familiar with their department policies regarding breaks and lunch periods.

If workflow permits and if authorized by the immediate supervisors, employees may take two 15-minute rest periods each workday. Such rest periods are a privilege, and not a right, and should not interfere with proper performance of work responsibilities and schedules.

Holidays

The City observes the following holidays:

NEW YEAR'S DAY - January 1

MARTIN LUTHER KING JR. BIRTHDAY - third Monday in January

MEMORIAL DAY - fourth Monday in May

INDEPENDENCE DAY - July 4

LABOR DAY - first Monday in September

THANKSGIVING DAY - fourth Thursday in November

THANKSGIVING FRIDAY

CHRISTMAS DAY - December 25

Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed the following Monday.

Time off for Promotional Examinations and Employment Interviews

After completing their initial Probationary period, employees may take time off with pay to apply and compete for other positions with the City. Up to 10 hours per calendar year may be used to take examinations, interview for positions, and/or meet with City staff to discuss career opportunities with the City. Prior supervisory approval must be obtained to take time off.

EMPLOYEE DEVELOPMENT AND TRAINING

The City of Fort Worth recognizes and appreciates the fact that its employees are the City's most valued asset. The development and training of our employees is critical to meet our goal of providing quality service to all our citizens

Fort Worth Employee University

Fort Worth Employees' University (FWEU) provides the City of Fort Worth's training function with a clear structure that is responsive to the organization's culture, values, and system. Employee development of skills, knowledge and abilities are critical as the organization adopts a higher performing culture and prepares to meet future needs.

The courses offered in the Fort Worth Employees' University are designed to be hands-on workshops that provide practical skills that can be used immediately. The 40 classes offered in the FWEU curriculum are set up for adult learners and facilitated by more than 25 city employees and retirees who are subject matter experts. In addition to opportunities offered by the City of Fort Worth, FWEU partners with outside vendors and other collaborators, such as North Texas Council of Governments, Tarrant County College, and Alliance USA to enhance the learning curriculum.

Performance Appraisal

The City's performance appraisal process is designed to improve communication between supervisors and employees to align employees' work efforts with City and department goals.

Supervisors and employees are encouraged to establish the objectives to be rated during the coming year, the performance standards to be used, and the way their job should be accomplished.

EMPLOYEE RECOGNITION

Exceptional Performance Award Program

The purpose of the Exceptional Performance Award Program is to recognize and reward on a quarterly basis employees and teams who act in extraordinary ways. In this way we will show appreciation to employees and teams who model the courage, caring, competence and commitment necessary in a high performance organization.

Any employee may nominate any other fellow employee or team for an Exceptional Performance Award regardless of level or department. Employees or teams may also be nominated by citizens.

Performance Improvement Program (“Pat on the Back” Awards)

This program is designed to provide recognition to employees who demonstrate the core values of customer service and communication. By recognizing individual acts of customer service and communication, the City will demonstrate its commitment to these values.

Supervisors will be provided with “Pat on the Back” award forms. When they observe an exceptional example of customer service or communication, they will write the details on a form and give it to the employee. Any city employee can give a Pat on the Back to any other city employee. The duplicate of the form should be submitted to be entered into a monthly prize drawing. There is no limit on how many times an employee can be entered, although there will be a limit of one prize per employee per month.

Program Awarding Your \$uggestions, (PAY\$)

This program solicits and reviews employee suggestions and may award cash and prizes for ideas that generate revenue, save money, streamline work processes or benefit the City in other ways.

City employees whose ideas are implemented will receive promotional gifts or cash awards equal to 10% of the first year’s savings, up to \$5,000. PAY\$ suggestion forms are available from Time and Attendance Clerks in each department or on the City Intranet.

LEAVE

Family and Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave Act of 1993 provides eligible employees with up to 12 weeks of unpaid leave in a 12-month period for FMLA-qualifying events. Employees who have been employed by the City for a minimum of 12 months and who have worked a minimum of 1,250 hours during the 12 month period immediately prior to requesting FMLA leave are eligible to receive leave. (This includes temporary (S key code) employees who meet the eligibility requirements.)

FMLA-qualifying events include absences from work because of an employee's serious health condition or because of an employee's immediate family member's serious health condition.

Medical Privacy

The City recognizes the importance of maintaining the confidentiality of all medical records and medical information of its employees. The receipt, maintenance and release of all such information will be executed in accordance with City Administrative Regulation, Protection of Medical Information.

Employees should provide the department's Medical Records Custodian (MRC) with any documentation regarding medical condition or illness. Such documents may include: All workers' Compensation-related forms, letters, notices; Duty Status forms; Medical Leave Request forms; Fitness for Duty correspondence or documents; Requests for reasonable accommodations; Requests for leaves of absence for medical reasons, etc. MRCs will be the persons who will inform supervisors of the work status of employees who are off work for medical reasons.

Military Leave

The Uniformed Services Employment and Re-Employment Rights Act (USERRA) became effective on October 13, 1994. Military duties covered by the Act include any and all service and training conducted under duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and absence from work for a physical fitness examination to determine fitness for duty.

Regular full-time, part-time, temporary (S-Key code) and probationary employees will be given paid leave for military duty covered by USERRA. A maximum of 15 days during the payroll year will be paid military leave.

Military Pay Supplement

The purpose of this program is to assist employees that will be absent from their City jobs as a result of being called to active military service on an involuntary basis as a result of the terrorist attacks upon the United States on September 11, 2001. Supplemental pay will only be available to military personnel called to active duty for these operations. The intent of the program is to minimize an employee's loss of pay due to involuntary activation into military service.

EMPLOYEE CONDUCT

Alcohol Misuse / Drug Abuse Policy / Drug Free Workplace

It is the policy of the City of Fort Worth to maintain a safe work environment conducive to effective city government operations. All personnel, equipment and operating practices are required to be consistent with the highest standards of health and safety. The presence of alcohol and drugs in the workplace and/or the abuse of alcohol or drugs by employees is inconsistent with effective government.

The City of Fort Worth is committed to having a drug-free workplace. The possession and/or consumption of illegal drugs by employees at the workplace, and being at the workplace while under the influence of such drugs is prohibited and will result in severe disciplinary action.

Attendance / Tardiness

Employees are expected to be on their jobs on a regular and timely basis. If it is necessary to be late for work or absent because of illness or other reasons, the supervisor should be contacted before the shift begins. In the event of an emergency, the supervisor should be contacted at the earliest practical time. Keep your supervisor informed.

Employees should be familiar with their departments' policies on absenteeism and tardiness. Ask your supervisor!

Conduct Warranting Disciplinary Action

Disciplinary action may be taken based upon any of the items listed below. This list is not intended to be all-inclusive; it is however representative of the kinds of conduct and incidents which warrant disciplinary action.

- Failure to perform assigned work.
- Failure to observe safety procedures and rules.
- Failure to call in to notify supervisor of tardiness or absence.
- Misrepresentation or failure to adequately document the need to be off work.
- Failure to maintain or operate equipment, tools or vehicle in appropriate manner.
- Misuse or misappropriation of City monies and/or property.
- Falsifying, misrepresenting or omitting information for the benefit of self or others.
- Engaging in behavior which is inappropriate or disruptive in the workplace.
- Violation of the City's Alcohol Misuse and Drug Abuse
- Insubordination
- Possession of unauthorized firearms, weapons, illegal drugs, alcohol or any other inappropriate item in the workplace (i.e., jobsite, vehicle or any location while engaged in city business).
- Engaging in behavior while off duty which reflects adversely upon the City.
- Off the Job Conduct -- In order to maintain the trust of the public, it is of utmost importance that employees not engage in conduct which could be detrimental to that trust, including public intoxication, criminal activity, illegal drug activity, slandering or defaming public officials, appointees or staff and any other conduct which could damage/harm the public's perception and/or trust of the City and any of its officials, appointees or staff.

Discrimination and Retaliation Complaints

All employees, including civil service, non-civil service, part time, temporary, and management level, may file a complaint alleging discrimination or retaliation. Former employees who have resigned or who have been terminated may also file retaliation and discrimination complaints. Acceptable bases upon which to file a retaliation complaint include:

- The employee made a good faith report of a violation of law by a government entity or a public employee.
- The employee has filed a discrimination charge or complaint (based on race, color, national origin, sexual orientation, gender, age (over 40), religion, or disability) with the Equal Employment Opportunity Commission, the state Human Relations Commission, or the City's Community Relations Department.

Employee Assistance Program

The City's Employee Assistance Program (EAP) provides professional services to help employees and/or their dependents resolve personal or behavioral problems which may adversely affect the employees' job performance. Issues such as physical illness, mental/emotional distress, marital/family discord, alcoholism, drug abuse, legal/financial difficulties or other personal/family concerns can be addressed and resolved through the EAP.

The EAP also administers the City's alcohol and drug testing program.

- All employees (including S-Key codes and initial probationary period employees) with the City, and their dependents and immediate family members may use the EAP services.
- Employees may make appointments to visit the EAP Coordinator on their own time or on city time. Supervisory approval must be obtained to visit the EAP Coordinator on city time.
- Supervisors may recommend and encourage employees to use the services of the EAP or make mandatory referrals when deemed appropriate (e.g., inexplicable deterioration in job performance and/or behavior).

Harassment-Free Workplace

It is the policy of the City of Fort Worth to treat all employees with respect. Employees have the right to work in an environment that is free of conduct that is harassing or inappropriate. No employee shall be subjected to unsolicited and unwelcome sexual, ethnic, racial or religious overtures or conduct, either verbal or physical by any persons while engaged in legitimate city business. No employee shall encourage or condone such overtures or conduct, either verbal or physical. Any employee who engages in, perpetuates or condones inappropriate behavior shall be subject to disciplinary action. Likewise, any persons conducting business with the City (contractors, vendors, citizens, interns, volunteers, or agents thereof) are expected to treat our employees with respect and to conform to the same workplace standards of conduct as City employees.

Employee's Responsibilities -- It is the responsibility of each employee of the City of Fort Worth to engage in and promote workplace behaviors that create and maintain an environment of respect and that promote effective teamwork.

Managers and Supervisors Responsibilities – Managers and supervisors have a greater responsibility, not only to model respectful, professional conduct at the workplace, but also to maintain an environment of respect and effective teamwork in their work areas. Managers and supervisors should monitor the workplace for inappropriate behavior and must immediately report all incidents of harassing behavior to the Human Resources Department.

The "Statement of Values" provides guidance for employees -- this statement is found in the front of this handbook.

The City may take a variety of disciplinary actions ranging from verbal reprimands to days off without pay and termination. Employees who disagree with such decisions may have the right of appeal through the grievance or appeal procedures of the City.

Inappropriate Conduct.

This policy prohibits behaviors that may not reach the level of harassment as defined in the City's "Harassment-free Workplace" policy, but that nonetheless is inappropriate in the workplace. Such behavior includes bringing sexually explicit pictures, photographs, cartoons or objects to the workplace; repeated requests for dates, sexual bantering, jokes or teasing; sexual innuendoes, gestures or leers, obscene, profane or abusive language; terms of endearment such as "doll", "honey", "sweetheart" or "babe"; sending sexual, racial, ethnic, religious jokes, cartoons, etc. on e-mail, faxes, etc.; and, using racial, ethnic or religious slurs or demeaning comments.

Horseplay, pranks and any other inappropriate, non-work related behaviors are strictly prohibited. Jokes (verbal, electronic, printed or in any other medium) that demean people (individuals) or have sexual, racial, ethnic or religious themes are inappropriate in the workplace.

Political Activity

The City is a municipality, and as such, officers and employees of the City may not participate in certain political activities on and off the job. Non-civil service employees may not campaign in Fort Worth municipal elections and solicit contributions or donations to any political municipal campaign. Campaign activities include soliciting or receiving contributions or attending a fund raising function for a candidate.

Solicitations

Solicitation of funds by or of City employees on the job without the approval of the Department Director or designee or Human Resources Director is prohibited. Solicitation includes, but is not limited to charitable or personal profit activities such as selling products of any kind, raffle tickets, religious donations, admissions to events and donations to assist persons experiencing a personal crisis.

Prohibitions under this policy do not apply to City sanctioned solicitations such as the annual United Way campaign.

Theft And/Or Misuse Of City Property

As a public employer and as public employees who are entrusted with the responsibility of administering public funds efficiently, the City of Fort Worth and its employees must ensure that City property, equipment, and facilities are utilized for the sole purpose of providing services to the citizens of Fort Worth. The use of any City property, equipment, or facility for personal business or gain is strictly forbidden and any such action could result in immediate termination. Examples include:

- Theft or borrowing of tools or any other equipment; removing property from a City work-site including new, used, or discarded materials; using City vehicles; office supplies, photocopy machines, mailing services, long distance telephone service, computers, Internet services, or any other service under city auspices is strictly prohibited.

Violence in the Workplace

Violence or the threat of violence has no place in any of the City's work locations. It is the goal of the City to have a workplace free from acts or threats of violence. It is the shared obligation of all employees, customers, and citizens, individually and together, to prevent and/or defuse actual or implied violent behavior (verbal or physical) at work.

Any person who engages in a violent or threatening manner, either verbal or physical in nature, will be removed from the premises as quickly as safety permits.

Workplace violence is any behavior that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his/her personal safety and/or property; such behavior creates a hostile, abusive or intimidating work environment for one or more City employees. Any behavior that is personally offensive, threatening or intimidating will not be tolerated.

HEALTH AND SAFETY

Accidents on City Property

All accidents on City property resulting in personal injury or property damage involving the general public must be accurately and comprehensively documented. In the event of personal injury, employees on the scene should make every effort to make the injured person comfortable; if deemed necessary, an ambulance should be requested as soon as possible.

The City's Risk Management Division of the Finance Department should be contacted as soon as possible and no more than 72 hours after the incident.

Driver Safety Training and Certification Program

To minimize the risk of city vehicular accidents involving city employees, the City strives to improve the quality of driving skill by permitting only those persons with safe driving records who are physically capable to operate vehicles or equipment in the performance of their duties.

Employees who operate a city vehicle/equipment or their personal vehicle as a part of their job duties are covered by the program. They must be 18 years of age and have a current valid Texas State driver's license required for the type of vehicle to be operated.

Employees must inform their supervisor when involved in an at fault vehicular collision, arrested for, having a judgment pending or being convicted of a DUI or any other moving violation. Any conviction arising out of an arrest for Driving Under the Influence (DUI), including Obstruction of Highway, will result in a loss of City driving privileges for a period of twenty-four (24) months from the date of conviction. Loss of State of Texas driving privileges by reason of revocation, suspension, withdrawal or denial of license to drive or a requirement to have an interlock device on an employee's personal vehicle will result in a loss of driving privileges for the City. When the driving license is renewed, the person may again apply for a city operator's permit.

All drivers must complete the National Safety Council's Defensive Driving Course. Newly hired employees must complete this course as soon as possible. All current drivers must complete the course once each three years.

Drivers are responsible to ensure that vehicles/equipment are in a safe and mechanically sound condition before placing the vehicle or equipment into operation. This will require that the operator perform pre-operation checks of oil, water, tire air pressure, fuel, test brakes and other preliminary checks which may be peculiar to that piece of equipment. Failure to perform these checks will be considered as vehicle neglect.

Certification. Certification is the authorization, by the City, of an employee, who has met all the standards to operate a specific type of automotive equipment. Certification shall be required of all drivers operating vehicles requiring commercial or chauffeurs driver's licenses or drivers of specialized equipment.

Equipment/Vehicle Neglect and Abuse

Employees assigned to operate and maintain city equipment or vehicles will observe all maintenance procedures and schedules and operate such equipment and vehicles safely and appropriately. Negligent or abusive use/operation of city equipment or vehicles will result in appropriate disciplinary action.

Occupational Injury Benefit (Workers' Compensation)

The Workers' Compensation Act applies to employees who occupy full-time, part-time, and extra help positions. The Act applies only to physical injuries and occupational diseases that arise out of and in the course of employment, but does not apply to ordinary diseases of life.

The Occupational Health and Safety Office is responsible for the overall supervision, coordination, and implementation of the City's Workers' Compensation Program.

- **Employee's Responsibilities.** A non-civil service employee who is injured on the job needs to follow these steps when injured on the job: Report your occupationally incurred injury or illness to your supervisor immediately. If your supervisor is not available, report the injury to the person in charge.
- **Supervisor's Responsibilities.** If you are notified by an employee that he/she has incurred an occupational injury or illness, you must complete an Employer's First Report of Injury (TWCC-1) and submit it to the HR Occupational Health & Safety Division within 24 hours of notification.

City employees covered under the Workers' Compensation Act may select a physician of their choice, however, the provider must accept workers' compensation patients. During normal working hours (8:00 a.m. to 5:00 p.m., Monday through Friday), the Concentra Medical Center located at 2500 West Freeway (I-30), Ste. #100 remains the primary care clinic for those employees injured on the job. The City supports a Return to Work Program to provide temporary modified duty while an employee is recuperating from their injury. Employees are required to notify their supervisor of any work restrictions due to injury.

On the Job Safety

Supervisors are responsible for ensuring safe working conditions, providing appropriate safety equipment, enforcing safety rules and guidelines, providing safety training, conducting safety inspections, investigating accidents, and keeping safety-related records.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the Safety Programs – including compliance with all rules and regulations – and for conscientiously practicing safety in the performance of their duties. Employees are encouraged to:

- Take TIME to work safely.
- Tell your supervisor about any equipment problems, which might pose a hazard to you, your fellow workers or to clients and customers who visit your work site.
- Use prescribed protective equipment and clothing.
- Practice BACK SAFETY; minimize back injuries. If you lift heavy objects, know your limits. Bend your knees. Lift the object by using your legs. Keep your back straight.
- Keep your work area clean and neat.
- Report all accidents immediately. If the accident involves a client or customer, get the WHO, WHAT, WHEN, WHERE, WHY & HOW facts and report this information to your supervisor who will forward a written report to Finance/Risk Management.
- Follow supervisor's instructions.

COMPLAINT RESOLUTION

Organization of Municipal Employees

Any employee of the City government may join, organize, or maintain membership in an employee or labor organization if he/she so desires. The City neither encourages nor discourages these activities, nor does membership or non-membership in an employee or labor organization affect the employee's standing or rights as a City employee. The policy herein stated is in accordance with the provisions of the statute of the State of Texas and the Charter of the City of Fort Worth.

Pursuant to Texas law, it is illegal for City employees to strike or picket or take any action which interferes with the ordinary and orderly conduct of the City government's business.

TERMINATION / SEPARATION

Employee Resignation

Resignations should be in writing, signed by the employee, and preferably submitted at least two (2) weeks before the effective date. A brief, signed statement identifying the effective date of the resignation is adequate. The reason(s) for resigning may be presented but is not necessary.

Persons who resign in good standing are eligible to be rehired. Persons who resign in lieu of termination will not be eligible for rehire for five (5) years after the date of resignation.

ADDITIONAL POLICIES & ADMINISTRATIVE REGULATIONS

Computer and Communication Systems

Complete information can be found in the City Administrative Regulations (ARs):
<http://www.cfwnet.org/CityDocs/ARs/>

AR D6 - Copyrighted Software Policy

This regulation specifies that the City adheres to all copyright laws as they relate to computer software. Generally, employees are personally liable if they make illegal copies of computer software or introduce to City computers illegal copies of computer software. Computer systems used by the City are for business use and the City is prepared to pay for legal copies of all required computer software. City computers may be inventoried by the City's Information Technology Security Manager at any time and without notice. Discipline up to and including termination may result from violations of this policy. Also, employees are personally subject to Title 17 and Title 18 of the United States Code, which specify fines and imprisonment for copyright offenders.

Employees will be held accountable for the proper use of the City's computer and communication systems. If you receive an inappropriate e-mail (see AR D6) the following course of action should be taken:

Let the sender know the e-mail is inappropriate and not to send any future e-mails of that nature. Notify your supervisor what has occurred. If the e-mail has been forwarded to you by another City employee, forward the e-mail to the Human Resources Director or Assistant Director with a note explaining the circumstances of its receipt. Delete the e-mail.

AR D7 – Electronic Communication Use Policy

This document establishes citywide policies and procedures regarding the use of electronic communication systems, computers, wireless service devices, and electronic information storage systems (collectively "electronic resources"). This policy, in its entirety, also applies to employees who perform City business on personally owned electronic resources whether on or off City premises (such as "telecommuting"). This policy further outlines the duties and responsibilities for administering the procedures pertaining to the use of electronic resources.

Authorized Usage. The City of Fort Worth electronic resources generally must be used for business purposes only. Personal use is permissible so long as it (a) does not interfere with worker productivity, and (b) does not preempt any business activity. Users are forbidden from using the City of Fort Worth electronic resources for charitable endeavors not specifically sanctioned by the City, solicitations, advertisements, private business activities, or amusement/entertainment purposes. The use of City electronic resources should never create the appearance of inappropriate use. Disciplinary action including termination may result from unauthorized use.

Public Information and Electronic Messaging. No official or employee has any personal, property or private right or interest in any information that passes through, or that is created, collected, assembled, stored or maintained on any City of Fort Worth computer, wireless service device, or electronic information storage system. All such information is generally considered public and may be subject to disclosure under the Texas Public Information Act unless a specific exception applies. Moreover, all information stored on any City-owned computer, wireless service device, or electronic information storage system is subject to review.

Contents of Messages. Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, customers or others. Such remarks, even when made in jest, may create legal problems such as defamation of character.

Harassing or Offensive Materials. City computers, wireless service devices, or electronic information storage systems may not be used for sexual, ethnic, religious, or racial harassment, which is strictly forbidden and is cause for disciplinary action, including termination. Employees who receive offensive messages or other electronic communications via these systems must report the communications to the Human Resources Department.

City Auctions

The Charter of the City of Fort Worth forbids City employees from bidding in City auctions and having anyone represent them at such an auction. Only persons who are non-City employees and who have properly registered to participate may bid at City auctions.

Credit Union

The Fort Worth City Credit Union is open to all City employees and their spouses and dependent children. You may become a member of the Credit Union immediately upon employment by paying a membership fee and depositing \$25 or more to open an account. For more information, contact the Credit Union at (817) 732-2803 or accessing the Web site, www.fwccu.org.

Identification Cards

The City issues an identification card to each new employee. This card will serve as identification and should be worn at all times while at work or in city facilities. If an identification card is lost, the employee must notify his/her supervisor.

Mail

Personal mail should not be deposited in the City's inter-office mail system. Employees should not have personal mail addressed to them in care of the City of Fort Worth.

Newsletters

- The Voice. All employees receive copies of the Voice, which offers information on City issues, policies and/or other events; you can also review the Voice on the City Intranet. Newsworthy information and ideas for articles can be submitted for publication through the City Communications Office in the City Manager's Office.
- HResources. The HResources newsletter from the Human Resources Department is available on the Intranet. The newsletter covers current issues in Human Resources as well as a listing of training classes.
- Better Health for Life. The Human Resources Department publishes this newsletter to explain wellness and health related benefits. It is available on the City Intranet.

Parking (For employees in downtown facilities)

Detailed information – City AR E-1, Parking Citations Received by Volunteers on City Business; City AR E-2, Parking Permits

Employees from outlying departments driving either properly identified personal or City vehicles downtown on City business may park for up to 1 hour:

1. In designated curbside spaces;
 2. In designated rooftop spaces marked "In-and-Out" located in the Municipal Parking Garage at 913 Taylor;
- AND
3. Marked City vehicles may also park on the street at any unbanded meter.

Information about leasing parking spaces by the month is available through the Municipal Parking Facilities Division at 392-6667. Several downtown locations are available at different rates. A payroll deduction plan is available for this purpose.

Parking is forbidden:

1. During regular office hours to employees or their immediate family on the Citizens' Parking Lot, a square block south of the Municipal Office Building bounded by 13th, Monroe, 10th and Jennings Streets.
2. To employees driving City vehicles at any meter with a red band around the post below the head.
3. To unauthorized drivers in any City-owned lot where parking is leased by the month.
4. In spaces marked accessible for persons with disabilities (formally called handicap) unless the vehicle bears authorization.
5. In the horseshoe parking space at the south end of the Municipal Office Building unless the employee is loading or unloading and using the appropriately marked spaces.

There are various other rules governing street parking which employees will need to discuss with their supervisors.

Professional Dress Policy

Employees' appearance can impact citizens' perception of the City relative to those values. For specific examples of appropriate and inappropriate dress, please see Appendix 5.

This policy establishes "business casual" attire as the foundation of the City's professional dress policy. In other words, on normal business days, employees are allowed to wear "business casual" attire. As required by a specific assignment or by the job duties, employees will dress more formally, wearing "business attire" clothing.

Different styles will be necessary depending on the change of seasons, degree of customer contact, the nature of the work, work location, and safety issues. The policy provides general guidelines for departments and addresses appropriate and inappropriate apparel in the categories of "business casual" and "business attire." Occupations within the City structure that require or encourage uniforms shall recognize the uniform as appropriate dress for that job, even if the "appropriate uniform" (e.g., shorts) is not appropriate for "non-uniformed" employees.

“Special occasion” days may be declared by the City Manager or, in some cases, by the department director. Such days may include: Stock Show Day(s), training days, and heritage celebration days. On such days, the City Manager or the department director will specify the appropriate dress guidelines to follow. Such special occasion days should be rare. The practice of “Friday casual days” is no longer acceptable.

Department Directors will establish which of the guidelines are applicable to their departments, as well as any exceptions, depending on the assignments and working environments.

Public Information Act

Detailed information – City AR D-1, Public Information Requests.

The City is subject to the state Public Information Act which means all information collected, assembled or maintained by the City (with some specific exceptions such as criminal, medical and personal information) must be released. If anyone asks you for copies of any type of information contact your supervisor immediately. The City has procedures, that must be followed in order to release requested information properly.

DEPARTMENT DIRECTOR DIRECTORY

Dept No.	Department Name	Director	Phone
02	City Manager	Dale Fisseler	392-6116
02	Assistant City Manager	Karen Montgomery	392-6222
02	Assistant City Manager	_____	392-6122
02	Assistant City Manager	_____	392-6266
02	Assistant City Manager	_____	392-6183
02	First Assistant City Manager	Joe Paniagua	392-6191
03	Budget & Management Services	Bridgette Garrett	392-8518
04	Information Technology Solutions	Pete Anderson	392-8450
05	Housing	Jerome C. Walker	392-7537
07	Community Relations	Vanessa Boling	392-7567
10	Internal Audit	Darlene Allen	392-6132
11	City Secretary	Marty Hendrix	392-6161
12	Law	David Yett	392-7623
13	Finance	Lena Ellis	392-8517
14	Human Resources	Karen Marshall	871-6123
17	Economic Development	Jesus Chapa	392-5804
20	Transportation & Public Works	Robert Goode	392-7800
21	Equipment Services	Wayne Corum	392-5100
22	Planning & Development	Fernando Costa	392-8042
23	Code Compliance	Carl Smart	392-6345
25	Public Events	Kirk Slaughter	392-8150
30	Engineering	Doug Rademaker	392-6157
35	Police	_____	874-8385
36	Fire	Rudy Jackson	392-6801
38	Municipal Court	Deidra Emerson	392-6711
45	Water	Frank Crumb	392-8220
50	Public Health	Daniel Reimer	392-7520
52	Environmental Management	Brian Boerner	392-8079
55	Aviation	Kent Penney	871-5403
80	Parks & Community Services	Richard Zavala	392-5704
84	Library	Gleniece Robinson	392-7706

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CITY COUNCIL DIRECTORY

Dist. No.	Name	Phone
	Mayor Mike Moncrief	392-6118
2	Sal Espino	392-8802
3	Chuck Silcox	392-8803
4	Daniel Scarth	392-8804
5	Frank Moss	392-8805
6	Jungus Jordan	392-8806
7	Carter Burdette	392-8807
8	Kathleen Hicks	392-8808
9	Joel Burns	392-8809

HELPFUL PHONE NUMBERS

City Action Center, City Hall, 1st Floor, (8:00 a.m. –5:00 p.m.)	(817) 392-2255
Police Non-Emergency	(817) 335-4222
Automated Leave (Available after Probation) Intranet: http://www.cfwnet.org/Hremployeeleave/	(817) 392-8989
City Disabilities Coordinator Human Resources, City Hall, Lower Level David Ondich	(817) 392-8552
City Parking Facilities Transportation & Public Works Lynn Wright Intranet: http://www.cfwnet.org/tpw/parking_lots.htm	(817) 392-6667
Classification/Compensation/Civil Service Human Resources, City Hall, Lower Level Jose Moreno <ul style="list-style-type: none">• Personnel Rules and Regulations• Military Leave	(817) 392-7772
Customer Support Center (Help Desk) Information Systems Technology (ITS), Zipper Building (South of City Hall)	(817) 392-8800
Deferred Compensation Human Resources, City Hall, Lower Level Mary Olazaba Intranet: http://www.cfwnet.org/Benefits/DeferComp.htm Nationwide Retirement Solutions, Toll free: 877-677-3678 ext 61070 ICMA Retirement Corporation, Toll Free: 1-866-886-8023	(817) 392-7782
Dental Information, CIGNA Dental Human Resources, City Hall, Lower Level Vivianee Haydon External Website: http://www.cigna.com	(817) 392-7782
Direct Deposit—Payroll Finance,, Zipper Building (South of City Hall) Kristin Stowe Intranet: http://www.cfwnet.org/hr/forms/directdeposit.pdf	(817) 392-7582/8342

Education Reimbursement Program (Available after completion of Probation) Human Resources, Learning Services Meacham International Airport, 4201 N. Main, 76106; 2 nd Floor James Coats Intranet: http://www.cfwnet.org/Benefits/Tuition.htm	(817) 392-8041
Employee Assistance Program Human Resources, City Hall Annex, 6 th Floor Dr. Deborah Cuffee Suzanne Raif, Appointments & Information Intranet: http://www.cfwnet.org/Benefits/EAP.htm#Critical	(817) 392-7789 (817) 392-8721
Employee Health Benefits Human Resources, City Hall, Lower Level <ul style="list-style-type: none"> • Health Plan (AETNA), On-Site Representatives <ul style="list-style-type: none"> ○ AETNA Customer Service Center • Life, Dental, Long-Term Health Care, etc. Lois Cox Intranet: http://www.cfwnet.org/Benefits/index.htm	(817) 392-7780/7774 1-888-398-4467 (817) 392-7743
Employee Relations Human Resources, City Hall Annex, 6 th Floor Rachel Buckley	(817) 392-7757/7790
E-Pass (Bus or Train Commute) Environmental Management, City Hall Annex, 7 th Floor Haily Summerford	(817) 392-8570
Fort Worth City Credit Union 2309 Montgomery Street Fort Worth, TX 76107 External Website: http://www.fwccu.org	(817) 732-2803
Occupational Health & Safety and Workers' Compensation Human Resources, City Hall Annex, 6 th Floor <u>Safety</u> : William Armstrong & Alfred Henderson Intranet: http://www.cfwnet.org/hr/safety/ <u>Return to Work Program</u> : Alfred Henderson <u>Workers' Compensation</u> : Shaunette Smith-Mays	(817) 392-8529 (817) 392-8414 (817) 392-8421 (817) 392-8529
Concentra, (Job Related Injury—Workers' Comp) 2500 West Freeway Suite 100 Fort Worth, TX 76102	(817) 882-8700

Personnel (Employee)Records —HRIS**(817) 392-6577 / 7776 / 7777**

Human Resources, City Hall, Lower Level
Mary Beth Lane, Kari Burgett & Monica Saenz

- Employee records
- W-4 information

Program Awarding Your Suggestions (PAY\$)**(817) 392-7768**

HR Learning Services
Meacham International Airport, 4201 N. Main, 76106; 2nd Floor
David Cruz
Intranet: <http://www.cfwnet.org/hr/pays>

Retirement Program**(817) 632-8900**

Overton Plaza Tower II
4100 International Plaza Ste. 730
Fort Worth, TX 76109
[Internet: http://www.fwretirement.org/](http://www.fwretirement.org/)

Staffing Services**(817) 392-7750**

Human Resources, City Hall, Lower Level

- Job Hotline
- Intranet: http://www.fortworthgov.org/hrappl/Job_Listing.asp

(817) 392-7760**Training (Learning Services)****(817) 392-7767**

Meacham International Airport, 4201 N. Main, 76106; 2nd Floor
Intranet: <http://www.cfwnet.org/HR/learn/learnSvc.htm>

Wellness Program / Healthy Challenge**(817) 392-8556/7753**

Human Resources, City Hall, Lower Level
Vicki Tieszen & Ellen Pearce
Intranet: <http://www.cfwnetorg/wellness/>

Professional Dress Policy Examples

The values of the City organization include delivering quality service, being worthy of trust, and demonstrating mutual respect. Employees' appearance can impact citizens' perception of the City relative to those values. Therefore, this policy has been developed to promote those values and enhance the image of the City, while allowing appropriate casual dress.

Business Casual Examples

Appropriate Examples

- Slacks (twill, khaki—not jeans)
- Blazer or Sports Coat
- Sweaters, Cardigans
- Knit golf shirts, polo shirts, City logo shirts
- Neat jeans, tennis shoes if in a field environment or as the assignment dictates
- Sports shirts with collar (short or long sleeve)
- Banded collar shirts
- Vests
- Skirts
- Hosiery, when appropriate

Inappropriate Examples

- Shirts with slogans or large emblems
- Sweat suits
- Wind suits
- Hiking boots
- Shorts
- Short skirts (more than six inches above the knee)
- Capri pants
- Flip Flops
- Sun dresses
- Overalls
- Skorts
- Provocative or revealing attire

Business Attire Examples

Appropriate Examples

- Traditional 2 or 3 piece suits with tie
- Slacks and sports coat, dress shirt with collar and tie
- Hosiery, when appropriate
- Dress shoes, leather boots
- Business dresses, coat dresses
- Pant suits
- Blouses
- Shells
- Skirts

Inappropriate Examples

- Leggings
- Shorts
- Untucked shirts
- T-shirts
- Tank tops
- Skirts with revealing splits
- Short Skirts
- Anything listed as inappropriate for business casual

**CITY OF FORT WORTH
EMPLOYEE CHECKLIST AND SIGNATURE SHEET**

This is to certify:

1. I have attended the City of Fort Worth's new employee orientation session where basic information on citywide personnel policies, procedures and benefits were presented. I have received a copy of the City of Fort Worth Employee Handbook.
 - I understand the handbook contains basic employee information and this may become outdated as new policies and rules are enacted.
 - Since the handbook does not cover every City policy, I understand the Personnel Rules and Regulations Manual and department/division rules have precedence where conflicts with the handbook arise.
2. I understand my rights under COBRA as explained in the Benefits Guide.
3. I have read and understand the administrative regulations regarding computers and electronic communication systems.
4. I authorize the Payroll Department to send my pay by direct deposit to an appropriate financial institution of my choice or via Pay Card.
5. I have read and understand the City's policies: "Policy Regarding Controlled Substance Abuse/Drug Free Workplace," "Harassment Free Workplace Policy," "Inappropriate Conduct," and "Violence in the Workplace."
6. I further understand my supervisor will explain the necessary policies and rules I will be expected to follow in my department.
7. I understand this signed sheet will be placed in my personnel file.

Employee Signature

Orientation Instructor

P R I N T (Employee Name)

Date

February 2008

Appendix 5