

CITY OF BEAUMONT, TEXAS

EMPLOYEE HANDBOOK

Prepared by

HUMAN RESOURCES DEPARTMENT

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CITY OF BEAUMONT EMPLOYEE HANDBOOK

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See red booklet in back of binder

HISTORY OF BEAUMONT

French and Spanish fur traders and explorers were the first Europeans to settle near the present site of Beaumont. The first permanent Anglo-American settlers were Noah and Nancy Tevis and their children who came to the area from Tennessee in 1824. Their settlement was first called Tevis Bluff or the Neches River Settlement. Soon there were other families in the area, including James and Elizabeth McFaddin, who had resided near Liberty for several years. In 1835, the Tevis family sold land to the Thomas Huling Company through its agent Henry Millard. A town site was laid out and named Beaumont in honor of Millard's wife's family.

In 1938, Beaumont replaced the town of Jefferson as the county seat of Jefferson County. Lumbering became the first major industry. As the settlement slowly grew, it became a shipping center for cattle raised on the nearby coastal prairies and for cotton grown in East Texas and shipped down the river. With discovery of oil at nearby Spindletop in 1901, Beaumont became a boom town overnight. The boom soon declined, but production of oil was stabilized and the petroleum industry became a permanent part of the area's economy. Improvements in the ship channel in the 1920's gave the city the facilities of a modern port. By the 1950's the population was more than 100,000.

FORM OF GOVERNMENT

The City of Beaumont has the Council/Manager form of government. The Mayor is the official head of the City government with Council as the legislative policymaking body and a Council-appointed City Manager as the Chief Executive.

The Mayor and six Council members are elected on a nonpartisan ballot. The election of the Mayor and two Council members-at-large is held on an at-large basis. Four Ward Council members are elected by the qualified voters residing in each ward. The mayor and all Council members are elected for two-year terms. The Mayor Pro Tem is elected by the other Council members to preside in the absence of the mayor. Council actions are in the form of ordinances that establish policies and give directives to the professional staff.

The City Manager implements policies formulated by Council and actually directs the day-to-day activities of the City. The Manager appoints and removes most department directors and their subordinates, prepares a budget, keeps the Council aware of the City's financial condition, and carries out other duties as a Chief Executive Officer.

Regular meetings of Council are held on Tuesdays at 1:30 p.m. in the Council Chambers of City Hall. The meetings usually consist of a formal meeting for the transaction of business and a Work Session for discussion of projects and programs and review of matters to come before Council at future meetings. In addition to the regular meetings, Council conducts public hearings on zoning changes, grant applications and other special subjects, and holds special meetings as necessary in the conduct of City business.

ORGANIZATIONAL STRUCTURE

The City of Beaumont recognizes the Office of the City Manager as the head of the organizational structure. The remainder of the organization is divided into nine departments. Each of the departments consists of divisions. Each department has a specific mission in helping the City of Beaumont to run smoothly.

EXECUTIVE DEPARTMENT

The municipal government, as established pursuant to the Charter of the City of Beaumont, is a Council-Manager form of government. Governed by the State Constitution and general laws of this State, and by City Charter, all powers of the City shall be vested in an elective Council.

The **City Council** consists of the Mayor and six Council members, of which two serve at-large and four serve in wards. They are charged with formulating public policy, enacting local legislation, adopting budgets, and appointing the City Manager, City Attorney, City Clerk and Chief Magistrate.

The **City Manager** is the chief administrative and executive officer of the City, and implements Council directives and policies, administers the fiscal affairs, and is responsible for the administration of the municipal operations. The office also directs economic development, focusing on the diversification of the tax base, retention/attraction of businesses and creation of value-added jobs.

CITY ATTORNEY

The office of City Attorney is established by the City Charter. The City Attorney and staff provide legal counsel and representation for the City Council, City Manager and all City departments, Boards and Commissions.

Legal Services provides preparation and review of ordinances, resolutions, contracts, deeds, liens and other legal documents. Formal and informal opinions are given on questions of law pertaining to City operations. Legal Services prosecutes cases in Municipal Court and represents the City in eminent domain proceedings, personal injury and damage suits and claims, injunction suits, labor arbitration and other litigation. Representation is also provided in hearings conducted by federal and state agencies. The department provides a variety of legal services relating to code enforcement, zoning and land use regulations, traffic and parking control, utility rates, railroads, bond sales and other matters requiring legislative action or involving interpretation and application of law. The department is actively involved in negotiations with fire and police unions concerning labor agreements.

Liability Administration is responsible for the investigation and reporting of claims against the City; negotiation and settlement of liability claims within established limits of authority; providing City Council confidential assistance/advice regarding claims in executive sessions; maintaining proper liability reserves; pursuing third party recovery of property damages done to City property; and identifying and analyzing liability loss exposure throughout the City.

CITY CLERK'S OFFICE

The City Clerk's office consists of the City Clerk's programs. The City Clerk, whose position is established by City Charter, is appointed by Mayor/Council.

The **City Clerk** is custodian of the City's official records, including ordinances, resolutions, deeds, contracts, leases, easements, annexation proceedings, petitions and minutes of City Council and other official bodies; processes notices for publication; receives competitive bids and records minutes of the official bid opening sessions. The City Clerk conducts joint elections each year with the Beaumont Independent School District, the Port of Beaumont and

the Port of Beaumont Navigation District for the election of City officials, school trustees, and port commissioners.

CONVENTION AND TOURISM

The Convention and Tourism Department is dedicated to the promotion and development of tourism for the Greater Beaumont Area. Administration has oversight responsibilities for all functions of the department.

The Department, funded through the Hotel Occupancy Tax Fund, promotes the City of Beaumont and generates room nights by marketing City hotels, attractions and meeting facilities to event planners, tour operators, and the leisure traveler.

FINANCE DEPARTMENT

The Finance Department provides centralized financial services for the City. Budgeting, fiscal planning, and management of the City's financial resources are conducted within this department. **Administration** has oversight responsibilities for all functions of the department.

Accounting is responsible for financial analysis and reporting of activity for all funds in conformity with the City Charter and with generally accepted accounting principles. Particular emphasis is placed on the development and coordination of the Comprehensive Annual Financial Report (CAFR).

Budgeting responsibilities include financial analysis and the preparation of the Annual Operating Budget and Capital Improvement Program.

Cash Management is responsible for the cashier function; billing and collection of City receivables; and management of the City's debt, cash funds, Small Business Loan Fund and investment portfolio. The program serves as liaison with the City's bank

depository, making all deposits, wire transfers and closely monitoring cash balances each day.

Municipal Court provides the City of Beaumont with control over the adjudication of certain misdemeanor criminal laws within its jurisdictional boundary. The Court maintains records of all traffic and misdemeanor complaints and convictions, processes payments of fines, prepares documents for and schedules trials, notifies witnesses and attorneys of court dates, processes overdue notices of outstanding fines and collects data for reporting purposes. The office also processes warrants issued for nonpayment of outstanding fines.

Technical Services is responsible for the management and security of four IBM iSeries computer systems, several file servers, and manages the City's web page. Staff provides training and support for more than 1,000 users, and assists in the introduction of new computerized technologies that continue to improve and streamline services provided by the City.

Water Utilities Customer Service directs the functions related to meter reading, billing and account maintenance. Administered by Cash Management, this program is accounted for in the Water Utilities Fund.

FIRE DEPARTMENT

The mission of Beaumont Fire/Rescue Services is to preserve human life and property, and to minimize casualties and property loss. These objectives are met through the implementation of extensive fire prevention activities as well as through the rapid and effective response of emergency personnel.

Administration/Emergency Management is responsible for administrative services, purchasing, intra department training, and equipment and facilities' management for the department. Intra department training personnel are tasked with development and management of a departmental training program that complies with

the requirements of various local, state and federal regulatory agencies. In addition, the Fire Chief, serving as the City's Emergency Management Coordinator, is responsible for development and implementation of emergency procedures for management of various disasters that may occur in the community.

Emergency Operations are carried out by staffing twelve strategically located fire stations. Responsibilities include response to reports of vehicle and structure fires, emergency medical calls, rescue, and requests for public assistance. Specially trained teams handle hazardous material incidents, and dive recovery operations. The Emergency Operations program maintains a state of readiness through continuous training and preventive maintenance of quality equipment. Other programs include public fire safety education activities, prefire planning, routine station care and maintenance, and fire hydrant testing and maintenance.

Fire Prevention/Investigation promotes fire safety through education and enforcement. The education function includes fire safety programs, fire extinguisher demonstrations and fire drills. The Department is proud to have the most extensive fire museum in the state, including a model home and fire safety center used to teach children fire safety, as well as a mobile fire safety house. The enforcement function is implemented through a comprehensive inspection program for commercial buildings, enforcement of fire codes, building plans review and testing of fire suppression and detection systems. Another responsibility of this office is the investigation of all fires to determine their origin and cause. This information is used in determining fire trends, future prevention activities, and special fire problems. If a fire is determined to be arson, investigators continue a criminal investigation to include the arrest and prosecution of arsonists.

Communications is responsible for receiving emergency calls, dispatching the proper equipment, and providing prearrival, lifesaving instruction to the caller for fire and medical emergencies. They are responsible for tracking and maintaining the status of Fire and EMS units and notification of utility companies and other support agencies necessary for emergency management. Staff also

receives and processes calls after normal business hours for other City departments. Additionally, the Communications Center has a role in regional disaster management by functioning as the central communications center for the area “mutual aid” organization, the Sabine-Neches Chiefs Association. Other duties include fire hydrant status and tracking, fire hydrant data base maintenance, and geo file update and maintenance that supports the CAD system serving Fire and Police Dispatch.

INTERNAL SERVICES DEPARTMENT

The role of the Internal Services Department is to provide the City's operating departments with the goods, services, equipment and facilities needed to successfully and efficiently deliver their services to the public. **Administration** implements management directives and policies and administers the fiscal affairs and operations of the department. New facility construction and major renovations, as well as maintenance of leased properties, are managed within this program.

Parks and Property Services is responsible for park maintenance including mowing, trimming, litter and debris removal, restroom maintenance, tree and plant material care, athletic field preparation, pesticide application, pool and spray device maintenance, and repair of playground equipment. The program is also responsible for grass cutting of medians and rights-of-way; mowing contracts, and maintaining plant material and irrigation systems at sites throughout the City.

Building Services directs activities associated with building maintenance. The program is responsible for structural maintenance and repair of the City's buildings; the development of specifications, plan review and construction management of facility improvements; and utilities consumed by facilities within the General Fund, excluding energy and operation of the City's street light system.

Communications is responsible for the maintenance of the City's communication network consisting of radio, internal telephone and specialized intercom systems.

Fleet Management provides primary maintenance support for all City-owned vehicles and fleet type equipment, offering 24-hour automated fueling and staffed parts and repair facilities for the user departments. Annual departmental fleet equipment requests are evaluated and specifications for procurement are developed as part of the program's activities.

Purchasing provides diverse support services including procurement of all commodities and services, contract administration, and the City's mail distribution service. The staff ensures that State bidding laws are adhered to, and conducts auction sales for disposal of surplus goods and property, as well as items confiscated by the Police Department.

LIBRARIES AND RECREATION

Libraries and Recreation provides leisure, entertainment and information activities to citizens and visitors. **Administration** is responsible for system oversight, including library material selection and processing, and is also involved in the Sister City Program.

The four **Circulating Libraries** make available educational, cultural, and recreational resources including books, videos, periodicals, reference services, Internet access, and other materials. The Funding Information Center assists nonprofit organizations in seeking sources of funding and persons seeking scholarships.

The **Literacy** program is affiliated with Pro Literacy. It provides one-on-one tutoring using volunteers, as well as offering English as a second language, GED and family literacy programs.

The **Tyrrell Historical** Library is a research library and archive for genealogy and for Texas history, particularly Southeast Texas.

Convention Facilities directs activities at the Beaumont Civic Center, Julie Rogers Theatre for the Performing Arts, Harvest Club, Fair Park Coliseum, and Riverfront Park. These venues can accommodate a variety of events such as concerts, trade shows, graduations, banquets, rodeos, horse shows, meetings and seminars. The Beaumont Civic Center is home to the indoor football team, the Beaumont Drillers. Riverfront Park is host to the Texas Liberty Fest each year on the 4th of July which draws thousands of people to the downtown area.

Recreation is charged with providing year-round recreational opportunities through leagues, special events and leisure usage of parks and community buildings. Activities offered appeal to all age groups at the Sterling Pruitt Activity Center, the Best Years Senior Center and through the Summer Food Service Program. The Athletic Complex has softball fields and the Tennis Center. There are also two public swimming pools.

HUMAN RESOURCES

The Department of Human Resources provides support services in the areas of employment, health, safety and welfare, compensation, employee recognition and satisfaction, and employee relations.

Administration is responsible for the communication, implementation and exercise of authority over all management policies and directives, providing guidance and support to all City departments. Administration is responsible for the Citywide Service Awards and the drug testing program.

Personnel assists with the recruitment, selection, testing, hiring, transferring and/or promotion of all employees. Personnel is responsible for salary administration and surveys; investigation of grievances, appeals, harassment, and EEOC claims, unemployment compensation claims and appeals; summer youth employment program; training; and participates in weekly orientation for new employees. The Civil Service arm of this program administers the hiring and promotion process for police officers and firefighters.

Benefits prepares bid specifications, analyzes bid proposals for City insurance plans and, once selected, administers medical, dental, and prescription drugs, life insurance, long-term disability, the employee assistance program, and the retirement and 457 deferred compensation plans. Benefits conducts weekly orientation for new employees, annual enrollment, and hosts preretirement seminars for employees.

Safety administers all functions of the City's safety program, and with the assistance of a third-party administrator, manages the workers' compensation self-funded insurance program. The Safety Coordinator works closely with each department to establish safety objectives, standards and criteria to provide a safe work environment. The Safety Coordinator administers the vehicle safety program, weekly safety/hazcom orientations for new employees, the safety incentive program, the alcohol and drug testing program, the Police and Fire Departments' pre-employment and annual physical programs and the Citywide safety education/training programs.

POLICE DEPARTMENT

The Beaumont Police Department is responsible for providing 24-hour service and protection for the citizens of Beaumont as well as visitors to our community by enforcing all city ordinances and Texas statutes. Its mission is the development of a working alliance between the police and the community that encourages mutual solutions to common problems resulting in a safe, secure and law-abiding environment.

Administration encompasses several functions of the department. Training and Personnel provide in-service field training; recruitment and hiring of qualified candidates for the department; and conducts promotional assessment centers. Internal Affairs investigates complaints against members of the department. Planning and Research is responsible for fiscal management, research and departmental planning. Police Community Relations (PCR) maintains relationships with the community and local schools through programs such as D.A.R.E., G.R.E.A.T., and the annual Cops and Kids Picnic. The unit makes several presentations to groups concerning crime prevention and maintains media relations. The unit also operates the Crime Stoppers Program. The Property Office maintains records and storage of property and evidence recovered by the department.

The **Patrol** division's major activity is to provide patrol officers to enforce all city ordinances and the Texas Penal Code. The Traffic/Motorcycle Unit handles all traffic-related incidents, and oversees the regulation of wreckers and taxis, and the public auction of police impounded vehicles. The Communications Unit is responsible for answering calls for service, including 911 calls, and dispatching the appropriate patrol unit via a computer-aided dispatch system. The Housing Unit works with the community's housing complexes to help identify and resolve issues, which aids in resident safety. The officers conduct proactive police activities such as knock-n-talks, complex sweeps and identification programs. The officers also take an active role in many of the residential programs. The COP Officers Unit coordinates community policing efforts, neighborhood associations and the Citizens on Patrol Program. A Resource Officer coordinates the use of prison labor to demolish condemned buildings throughout the city. SWAT team members go through an intensive selection process and have the primary job of responding to those stand-off situations such as barricaded subjects, hostage situations and threatened suicides.

Criminal Investigations manages the investigation of criminal cases and the operation of special investigative units. The Persons Crime Unit is responsible for the follow-up investigation of all crimes against persons (homicide, robbery, kidnapping, and

assaults) except sexual assaults. This includes the Identification (Crime Scene Unit) Bureau and the Family Violence Unit. The Property Crime Unit is responsible for the follow-up investigation of crimes against property, including burglary, theft, fraud and pawnshop detail. Auto Theft Task Force/Auto Theft conducts follow up on motor vehicle theft, salvage yard auto repair shop inspections, and public awareness programs. The Special Crimes Unit is responsible for conducting all investigations involving juvenile related crimes and sexual assault. Crime Analysis is a supportive unit responsible for providing statistical information to all units of the Police Department.

Special Services is responsible for investigating narcotic and drug violations, prostitution, and regulating sexually-oriented businesses. This is accomplished through the cooperative efforts of the K-9 Unit, Street Crimes Unit and the Narcotics Task Force.

PUBLIC HEALTH DEPARTMENT

The mission of the Public Health Department is to encourage, educate, and promote healthy lifestyles for the citizens of Beaumont. It is responsible for the control of infectious diseases both in animals and humans; emergency medical services; public health nursing; and related environmental health hazards, enforcing laws and regulations developed for that purpose. Traditional definitions have recently been expanded to include bioterrorism, and the department provides leadership in a multi jurisdictional effort. Several grant funded programs, which are appropriated independent of the operating budget, are represented throughout this oversight department.

Administration provides guidance and direction to the local public health service and is directly responsible for the department's relationship with the Texas Department of Health and securing grant funding for health services. This program also coordinates the City's public health response to emergencies and bioterrorism.

Clinical Services provides both city and state-supported programs. Services include immunizations; STD treatment and surveillance; community-based chronic disease screening; tuberculosis detection, treatment, and surveillance; HIV testing and counseling; reporting and surveillance of infectious diseases as they relate to natural or unusual occurrences; laboratory services; and employee health.

Health Services not performed in a medical clinic setting are found in this program and include the supervision and performance of community-based programs and the management of health data. Health educators and program specialists work closely with local schools, civic, and health organizations to promote healthy lifestyles and counsel against risky behaviors that can result in a seriously reduced quality of life. Efforts include training in the use of automatic external defibrillators; training in the proper use of infant and child car seats; and working with community groups to discourage teens from using tobacco products and smoking. Managing public health data, including data collection, analysis and recording, allows professional staff to identify trends, measure results, and uncover problems early so that appropriate responses can be developed and implemented. Official records required by State statute, such as birth and death records, can be obtained from our Vital Statistics Registrar for identification and other legal purposes.

Emergency Medical Services (EMS) provides high quality emergency medical care from five stations strategically located throughout the city. This program provides training, supervision, management and medical oversight for the Beaumont EMS system. The primary objectives of the program are clinical excellence, response time reliability, customer satisfaction, and economic efficiency.

Environmental Health investigates and remedies public health nuisances, issues food service permits, provides food manager training, conducts retail food establishment inspections, and enforces animal control ordinances. Registered sanitarians and certified animal control officers conduct inspections to identify and correct nuisances before the public is adversely affected. Field

personnel respond to citizen requests for service and initiate legal action when appropriate.

The **Women, Infant and Children (W.I.C.)** Program is a federally funded nutrition education and voucher system. The program provides nutrition education and food vouchers to infants and children up to the age of five, as well as pregnant and postpartum mothers. W.I.C. operates from two locations within the city.

The **Code Enforcement** program is responsible for enforcement and abatement of code or ordinance violations related to substandard and/or dangerous structures, litter, weed abatement, and junk motor vehicles. The program also supports Keep Beaumont Beautiful, Inc. in various programs such as Operation Clean Street, the Annual Beaumont Paint-A-Thon, the Annual Neches River Cleanup and others. In addition, the program coordinates neighborhood cleanups on an ongoing basis, often working with Neighborhood Associations, Beautify Beaumont, prison inmates and other volunteer groups.

PUBLIC WORKS

The Public Works Department is responsible for the functional integrity of the City's private and commercial buildings, streets and drainage, and transportation by providing proper planning, design and maintenance of the City's major infrastructure.

Administration provides assistance to other Public Works programs for departmental activities such as CIP development, budgeting, financial and operational planning and employee development. This program also acts as the Public Works Department liaison with various local and state agencies and committees.

Building Codes ensures that building standards for private dwellings and commercial structures are met. The program provides on-site inspections of work in progress; reviews site plans prior to the issuance of building permits; reviews and permits oil and gas well applications, and issues permits for driveway construction, street barricading, seismic work, street cuts within the City rights-of-way for utility construction or repair, and pipeline license agreements.

Clean Community provides a wide range of programs and services ranging from solid waste management and environmental services to community beautification and enhancement programs. The City of Beaumont is unique to other municipalities in that the majority of all solid waste, environmental and beautification efforts are administered, monitored and managed through one department.

Administration works closely with executive level management to ensure all budgetary, personnel, customer relations, and service delivery responsibilities are addressed.

Residential is responsible for automated garbage collection from single family residential households and small commercial establishments. Once per week collection service is provided.

Yard Waste Collection is responsible for weekly collections of small containerized yard waste and twice-a-month collection of large yard waste and bulky items. During the collection process, yard waste is separated for composting, tires and major appliances are separated for recycling, and trash is separated for landfill disposal.

The **Landfill Operations** program is responsible for waste disposal in accordance with Federal and State rules and regulations. The program is also responsible for composting yard waste and distributing the finished product. Tire and major appliance recycling are included in landfill operations.

Planning and Zoning directs the City's comprehensive planning activities and administers the zoning ordinances and subdivision regulations, providing assistance with zoning change and specific use permit requests, subdivision plat requests, certificates of appropriateness, historic tax exemptions and historic preservation loans.

Engineering is responsible for the design and construction of capital improvement projects involving streets, bridges, drainage systems and for the acquisition of real property for City projects. The program reviews, inspects and approves all subdivisions and commercial/industrial site development plans for code compliance; updates and maintains the various maps and files of all city-owned properties and right-of-ways and manages all agreements for engineering and construction projects.

Streets and Drainage is responsible for the maintenance of the City's streets and drainage infrastructure and street sweeping programs, covering 750 miles of streets, 38 miles of unimproved right-of-ways; a drainage ditch system more than 1,240 combined miles in length; approximately 20,000 catch basins and eight (8) lift stations located at various street underpasses throughout the city for which the program is responsible.

Transportation is responsible for the management and control of vehicular and pedestrian traffic within the City, including traffic studies and improvements, downtown parking enforcement, the school crossing guard program; fabrication, installation and maintenance of traffic signals, signs and pavement markings and the repair of parking meters. The program also oversees the Transit System.

The **Housing** program contributes to the City of Beaumont's revitalization program through the construction of new affordable houses, the administration of first-time home buyers' assistance and the rehabilitation of older homes. The objective is to develop viable urban communities and improve economic opportunities, principally for persons of low and moderate income.

Grants Administration is responsible for administering the Consolidated Block Grant Program, which encompasses various Federal and State grants, and Section 108 Guaranteed Loan. This division also administers Economic Development Initiative-Special Projects Grants (EDI), Shelter-Plus Care and the U. S. Department of Justice Weed and Seed Initiative.

WATER UTILITIES DEPARTMENT

The Water Utilities Department is responsible for providing an adequate supply of high quality potable water for domestic and industrial uses and fire protection; collection and treatment of wastewater for the protection of public health and the environment; maintenance and construction of water and sewer facilities; planning of facilities to meet present and future needs; and policies and procedures to ensure quality construction and usage of facilities.

Administration provides coordination and support of all program activities involving the EPA, the TNRCC, the Texas Department of Transportation, Jefferson County, engineering/consulting firms, construction contractors, and other City departments. This division administers the EPA's Pretreatment Program, enforces a Backflow Prevention Program and the Grease and Grit Trap Ordinance. Water and sanitary sewer system studies and capital improvement programs are managed by the engineering staff.

Water Distribution is responsible for the maintenance of 760 miles of water distribution mains, 3,550 fire hydrants, 45,000 water meters, several large motors and pumps and 15 miles of canal and levee systems. This division provides water line extensions and heavy construction in conjunction with Street and Drainage Projects.

Water Production consists of various water treatment, pumping and transfer facilities to provide safe drinking water of adequate quantities and sufficient pressure while meeting all State and Federal regulations. The surface water treatment plant, rated at twenty-six million gallons per day (26 MGD) is progressing through several rehabilitation projects to increase production capacity. The raw water delivery system is undergoing improvements to the Lawson's pump station and the Bunn's canal system. The ground water system is a 16 MGD facility consisting of three deep wells, four booster pumps and two 5 MG ground storage tanks. The City has five elevated water storage tanks with 4.8 MG of storage capacity and four ground water storage tanks with 17.7 MG of storage capacity, for a total of 22.5 MG of storage capacity. In order to extend the life of the water storage tanks, an aggressive proactive maintenance program has been implemented.

Sewer Maintenance consists of sewer maintenance, centralized pump and motor maintenance and a meter repair shop. The program is responsible for maintaining 760 miles of sanitary sewer collection lines, 10,900 sanitary sewer manholes, 72 sanitary sewer and 10 storm sewer lift stations, several large motors and pumps and 15 miles of canal and levee systems. This division provides sanitary sewer line extensions and heavy construction to accommodate streets and drainage projects.

Water Reclamation consists of a thirty-million gallon per day (30 MDG) wastewater treatment plant and a 900-acre constructed wetlands system which provide for the adequate treatment of wastewater before discharging into the receiving stream. The wastewater effluent must meet stringent regulations required by the Texas Commission on Environmental Quality and the USEPA. The Cattail Marsh wetland's system located next to Tyrrell Park operates in harmony with the natural environment.

DISCLAIMER

The information contained in this handbook does not in any way constitute an employment contract. Nothing in this handbook is intended to create or imply any contract rights nor is it an invitation to contract. The City of Beaumont is an at-will employer. Employees of the City are not employed for any specific length of time. An employer at-will is not required to have cause for termination. The information contained in this handbook will apply to labor agreement personnel except in cases where state legislation or collective bargaining agreements take precedence.

This handbook provides guidelines which serve as a means of communication on broad/general administrative policies, operational procedures, and rules and/or regulations. It does not replace or serve as a substitute for the Police and Procedures Manual. The Manual serves as the primary means of communication on specific administrative policies, operational procedures, and rules and/or regulations. The content herein is not all inclusive and will not cover every conceivable personnel matter or administrative situation that may arise. These policy guidelines are not intended to be inflexible. It is expected that amendments and revisions will be made as necessary to meet the ever-changing conditions and business needs of the City. No member of management has the right to make any commitments that negate this handbook. As such, the City Manager will be the final authority on interpreting policy, approving amendments or granting exceptions to policy guidelines in order to more efficiently promote the interest of the City. The City reserves the right to make changes to any policies in this handbook at its discretion and without prior notice or consent of its employees.

It is the responsibility of each employee to remain aware of policy changes by reading any rule/policy changes posted on bulletin boards at their respective locations or requesting rules or policies from appropriate City personnel. Revisions to this handbook will be distributed to employees as deemed necessary.

The City of Beaumont provides equal employment opportunities (EEO) to all applicants and employees.

CONDITIONS OF EMPLOYMENT

You are one of approximately 1200 employees of the City. Now is the time to think about giving the kind of job performance that you as a taxpayer have always expected to receive from a City employee. We have more than 250 different classifications. Job descriptions are kept in the Human Resources Office. Your job description is available to you at any time. If you need a copy, you may get it from your immediate supervisor.

It is important for you to read and understand your job description. It includes the desirable education, knowledge, experience, abilities, skills, working conditions, physical requirements, duties and responsibilities and the majority of the tasks you will be required to perform. You may also be required to perform tasks not specifically listed in your job description.

Your Supervisor and What He/She Means to You

In your City Position, your supervisor is the person who will tell you what to do, how to do it, and generally help you get the “feel” of your job. He/she will tell you about all the City regulations that are not explained in this handbook.

Your supervisor is the person to whom you will be responsible in the performance of your job. You will find your job will be easier if done in the manner prescribed by your supervisor; however, your suggestions will be welcomed. Your supervisor’s duty is to see that the work gets done and to help you “grow” in your job. As a part of your supervisor’s job, he/she will approve your work or, if necessary, reject it. Your work is evaluated only to help you do a better job the next time. Work with your supervisor in a spirit of cooperation, and together you will be able to work out the answers to most of your problems.

Your Introductory Period

During the first six months of your new job, you will be observed by your supervisor in the performance of your duties. Your supervisor will keep you informed as to your progress in learning your job.

Working Hours

The majority of office personnel work from 8:00 a.m. to 5:00 p.m. with one hour for lunch and two 15 minute breaks, where appropriate. Field offices may work a different schedule.

Breaks

Breaks are a privilege, not a right, and must be authorized by your immediate supervisor. If you are not given a schedule, ask for one. You may approach your supervisor and ask, "What is your policy regarding breaks?"

Absences

It is your responsibility to be on time and not to leave your work site without permission. If you have to be late or absent, call your supervisor as soon as you realize the situation exists. Find out what your division's policy is regarding these situations. If you do not speak with your supervisor, find out with whom you are leaving your message. Check the next day to make sure your situation was recorded properly. City policy reads: "Absence without proper notification or authorization for 24 consecutive working hours in an employee's schedule shall constitute abandonment of duties which shall ordinarily result in discharge."

Telephones and Radios

Telephones are used for City business; personal calls must be kept to a minimum. The use of radios is determined by each department or division. First, find out the policy. Second, do not abuse the privilege.

Changes in Name, Address and Telephone Number

If you have a name, address, or telephone number change, a form must be completed to update City records. It may be obtained in the Human Resources Office. You may be subject to discipline for not keeping the City informed of your most current name, address, or telephone number. Name change requests must be accompanied by legal documentation.

Smoking Policy

Smoking is prohibited in any indoor enclosed facility owned by the City of Beaumont except the Harvest Club. Additionally, smoking is prohibited in any City-owned vehicle at any time.

Sexual Harassment

City of Beaumont employees should be able to enjoy a work environment free from unsolicited and unwelcome sexual overtones or conduct either verbal or physical. Sexual Harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment complaints should be directed to the employee's immediate supervisor. If the complaint directly involves the supervisor, the employee shall present a written complaint or make a formal complaint to any management authority.

American with Disabilities Act of 1990 (ADA)

The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. If you are an employee with a physical or mental impairment, you may ask for a reasonable accommodation to assist you in performing the essential functions of your job. You may contact your supervisor if you believe you need a reasonable accommodation.

Drug/Alcohol Testing

Employees involved in a vehicular accident or medically treated injuries and employees who are promoted, transferred or demoted to a safety sensitive position will be drug/alcohol tested. Employees in safety sensitive positions and/or who have a commercial driver's license are subject to random drug testing. Employees who present a reasonable suspicion will be subject to drug/alcohol testing for cause.

COMPENSATION

The purpose of this policy is to establish reasonable and systematic guidelines which allow employees to be paid fair and equitable wages for services rendered in the performance of their job duties for the City. Salary ranges and grades will be established for all job groups.

Promotion

When an employee is selected for a position which is a higher pay grade, it is called a promotion. Vacancies are advertised to employees via posting in departments/divisions. If a position becomes available for which you qualify, submit an application for consideration through the Human Resources Department. Vacancies are posted on designated bulletin boards in your work location. All applications must be received in the Human Resources Department no later than 5:00 p.m. on the closing date. Generally when an employee is promoted, he/she shall advance to at least the minimum of the new grade. To submit an application for promotion/transfer from one department to another, an employee must have completed six months' continuous satisfactory service in the present position. Employees are eligible for promotion within the same division whenever there's a vacancy. A promotion will result in the employee being subjected to satisfactory completion of the introductory and/or training period.

Transfer

A transfer is the appointment of an employee to another position with a lower or equal salary grade and without a change in the employee's salary. A transfer is not a promotion or demotion. There is normally no immediate change in salary of an employee who is transferred. Transfers may be made for administrative convenience of the City or at the request of the employee to the department director involved; however, the vacancy must first be listed with the Human Resources Department. Upon completion of a probationary period, or with the approval of all affected directors, a transferred or promoted employee may transfer back to his/her position (if currently vacant). The employee's salary shall revert back to the salary which the employee would have received had the promotion

or transfer not occurred. A transfer will result in the employee being subjected to satisfactory completion of the introductory and/or training period.

Involuntary Demotion

A demotion is any action which requires the assignment of an employee to a position with a lower salary grade based on unsatisfactory performance and/or behavior. When demoted, an employee is paid at a rate which is within the approved range of the lower grade. An involuntary demotion will result in the employee being subjected to satisfactory completion of the introductory and/or training period.

Reclassification

Whenever there is a major change in duties of an employee, the department director may request a review of the job by the Human Resources Department. After review, the Human Resources Department makes a recommendation to the department director for approval. The City Manager has final authority for approval or denial of a reclassification. A reclassification of a position to a higher grade generally results in a salary increase.

Resignation

Any employee who voluntarily leaves the City shall submit a written resignation. The letter of resignation may be submitted (10) working days prior to the employee's last working day. The City may release the employee sooner than the resignation date provided by the employee when it is in the best interest of the City and/or employee.

Method of Payment

Payday - City employees are paid every other Friday. The pay period through which employees are paid is shown in the top right corner of their check stub.

Work Schedule - The normal work days and hours for most City offices are 8:00 a.m. to 5:00 p.m., Monday - Friday, with one hour for lunch. However, these times and days may vary in some departments.

Overtime - Nonexempt (hourly) employees are paid for overtime to the nearest quarter hour after the first 40 hours actually worked in a normal workweek. The rate of pay will be 1½ times the base rate. Example: 4 hours overtime @ base rate of \$7.65 x 1½ x 4= \$45.90.

On Call - An employee on call is required to remain at or near their place of work outside their regularly scheduled work hours. The employee is not free to use the time effectively for his/her own benefit. Any such time must be assigned by the department director or designee for work of a special or emergency nature.

Call Back - If an employee is called back to work outside his/her normal shift, he/she will be guaranteed one hour at 1½ times his/her regular rate of pay regardless of whether or not a forty-hour week has been worked during his/her on-call assignment and period of availability.

Shift Differential - The City pays civilian employees 10 cents more an hour for a work day which begins after 3:00 p.m. and 20 cents more for night work which begins after 11:00 p.m.

Longevity - Employees with five or more years of service will be paid longevity pay at the rate of \$4.00 per month for each year of service up to and including twenty-five years of service, maximum \$100 per month.

Holiday Pay - Any civilian employee who is not regularly scheduled to work on a holiday but who is required to work on a holiday shall be paid twice his/her base rate for hours actually worked in addition to holiday pay. Any employee who is regularly scheduled to work on a holiday and works on that holiday shall be paid 1½ times his/her base rate for hours actually worked in addition to holiday pay.

An employee on leave without pay for more than two hours preceding or following a holiday shall not be paid for the holiday. Any employee who is out on workers' compensation will not be paid for any holiday which occurs while he/she is out on such leave.

EMPLOYEE BENEFITS

Vacation

Regular full-time employees earn vacation leave as follows:

	Civilian	Paramedics
Years of Service	Hours Per Pay Period	Hours Per Year
0 through 4	3.08	112
5 through 14	4.62	164
15 through 24	6.15	224
25+	7.69	280

Vacation leave begins to accrue upon employment but may not be used until the employee has completed six months of service subject to approval of division manager or department director. An employee may not carry more than 240 hours (or 336 hours - Paramedic employees) of vacation leave into the next calendar year.

Employees who leave the City for any reason after completion of 12 months of consecutive service with the City will receive pay for all vacation hours accumulated at the time of termination.

An employee who is paid for less than 80 hours (or 104 - Paramedic employees) in any bi-weekly pay period shall not earn vacation leave for that pay period.

Prior full-time service years will be considered in determining hours earned for vacation leave.

Personal Leave

Each regular full-time employee of the City shall earn 1.54 hours of personal leave which may be used for illness or, upon the supervisor's approval, for any purpose. An employee may accumulate up to 720 hours of personal leave, regardless of years of service.

Each regular full-time eligible employee shall earn a maximum of 40 hours (56 hours - Paramedic employees) of personal leave per year, two days of which, though not yet fully accrued, are available for use after 90 days of employment.

An employee who is paid for less than 80 hours (or 104 - Paramedic employees) in any bi-weekly pay period shall not earn personal leave for that pay period.

An employee who leaves the City after completing 12 months of consecutive service will receive pay for accumulated personal leave upon termination in accordance with Section E of the Resignation/Separation Policy #1.4.

Holidays

City employees are eligible for eleven paid holidays, as follows:

1. New Year's Day
2. Martin Luther King's Birthday (3rd Monday in January)
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day
11. Floating Holiday (*unless otherwise designated by City Manager, employees may take their day of choice with supervisory approval after 6 months of continuous employment with the City*).

Bereavement

Regular full-time employees may be granted emergency leave with pay for a period not to exceed three days in case of death in the immediate family. This leave shall not be charged against vacation or personal leave. Immediate family (including “step”-family) for the purpose of this sub-section shall include the spouse, son or son-in-law, daughter or daughter-in-law, parent or guardian, brother or brother-in-law, sister or sister-in-law, grandparents and grandchildren of the employee or of the employee's spouse. Employees who wish to attend the funeral of other than a member of the immediate family may be given time off at the discretion of the department director without pay or the time may be charged to vacation or personal leave.

Short-term Disability (STD)

Each regular full-time employee shall earn 3.69 hours of STD leave each bi-weekly pay period, a maximum of 96 hours per year. STD may be accumulated up to 720 hours (1,008 hours Paramedic employees). STD may be used by an employee after being absent for 40 hours (48 hours Paramedic employees) for the same non-job related illness, injury or disability. Employees who are on FMLA may use short-term disability for any reason in accordance with the FMLA Policy 2.4.

An employee who is paid for less than 80 hours (or 104 - Paramedic employees) in any bi-weekly pay period shall not earn STD leave for that pay period.

Military Leave

All regular employees who are members of a Reserve Component of the Armed Forces or State Military Forces who are ordered by military authorities to perform any of the following shall be allotted a maximum of 15 days per year of military leave without loss of time, efficiency rating, vacation or salary (*this policy applies to employee's normal work hours only [V.R.C.S. Article 5765 Section 7a]*):

1. Weekly drills
2. Weekend drills
3. Summer encampment
4. Similar types of training duty.

Leave of Absence

Request for a leave of absence without pay for any reason must be approved by the Department Director. Leave without pay in excess of three months, or extension of previously authorized leave, must be approved by the City Manager.

Jury Duty

City policy is to comply with the law by allowing employees to participate in the judicial system via jury duty when summoned. Employees shall receive their regular pay while on jury duty or while serving as a witness (via subpoena) during regularly scheduled work hours and shall retain any fees received. Employees must return to work when released and submit a completed "Jury Service Information Card" to their supervisor at the end of the jury duty period. The "Jury Service Information Card" may be obtained in the department/division office or the Human Resources Department. Alternately, the jurisdiction in which you serve may provide jurors with a form letter.

Family and Medical Leave (FMLA)

Employees who have worked for the City at least 12 months prior to the date of the beginning of requested leave and who have worked at least 1250 hours with the City during the previous 12-month period are eligible to take up to 12 weeks leave under the guidelines of the Family/Medical Leave Policy (Policy #2.4). Guidelines are listed in the Policies and Procedures Manual. Short Term Disability may be used for any FMLA qualifying reason.

Cancer Screening

All employees are granted up to two hours off with pay annually to use for cancer screening.

GENERAL INFORMATION

Disciplinary Process

As an employee, you are expected to abide by City rules, regulations, and procedures. Failure to abide by these rules may result in disciplinary action up to and including termination.

Some causes for disciplinary action are, but not limited to:

- Stealing money or property belonging to the City or other City employees or persons conducting business with the City, including vendors or lessees.
- Failure/inability to perform duties
- Tardiness
- Failure to pay taxes or other liabilities due the City
- Abandonment of duties, insubordination, inefficiency, and neglect of work
- Sleeping on the job
- Violation of any City safety rule
- Using or being under the influence of intoxicants
- Illegal, unethical, abusive or unsafe acts, or violation of City policies
- Working on another job that could create conflict of interest
- Punching another employee's time card

Some forms of discipline are:

1. Verbal (oral) reprimand
2. Written reprimand
3. Suspension without pay
4. Termination

In some instances, violations may be serious enough to warrant immediate suspension and/or termination. The City of Beaumont reserves the right to by-pass any disciplinary step(s) it deems necessary.

Grievances

It is a policy of the City of Beaumont to establish a system that allows all employees who feel they have a grievance to enter an appeal.

A grievance is defined as a dispute, claim or complaint alleging inequitable treatment of an employee in which such treatment violates an employee's rights as defined in the Policies and Procedures Manual.

The grievance procedure can be reviewed by reading the Policies and Procedure manual in your department/division office. Failure to follow the step-by-step procedure may make your grievance null and void.

Grievance forms may be obtained in your department office or in the Human Resources Department.

Appeal of Termination

The purpose of this policy is to provide a fair, expedient and orderly system when appealing his or her termination or layoff.

This policy shall be applicable to all employees, except auxiliary employees, those who are in their introductory or training period, and employees who are subject to a labor or collective bargaining agreement.

Political Activities

Employees are not allowed to take active part in any political campaign for an elective City position if on active duty or in uniform. Employees shall not contribute money, labor, or other valuables to anyone for City election purposes.

No employee may seek or hold an elective office of public trust with or without remuneration. No employee may seek or hold an appointed office except with specific approval of the City Manager.

Code of Ethics

Each employee shall comply with policies, procedures and supervisory instructions in the performance of his/her duties and refrain from illegal or unethical conduct.

Employees shall not solicit funds or anything of value during working hours or on the job site without the prior approval of the department director or City Manager. Charitable sales must have prior approval by the department director.

No employee shall accept, receive or solicit, directly or indirectly, any gift in the form of money, services, loans, travel, or promises which is intended to influence the execution of his or her official duties.

Outside Employment

Employees shall not engage in outside employment when such employment would involve a conflict of interest or adversely affect the performance of their duties with the City. Outside employment may be undertaken only with approval of the department director.

Travel Policy

If you travel on City business, you are allowed full base pay during your absence and are entitled to reimbursement for all reasonable and ordinary travel expenses incurred as detailed in our travel policy (Policy #6.1). Since you are representing the City of Beaumont, you are advised to conduct yourself in a professional and ethical manner at all times.

Check Cashing

The Cash Management Division is authorized to accept one City employee's personal check for cash up to \$200 maximum per day. A picture ID must be presented in order to cash a check. If your check is returned by the bank for any reason, you will be denied the privilege of cashing any personal checks in the future.

Uniforms/Dress Code

If your job requires a uniform, it is mandatory that you wear the entire uniform and any required protective equipment. You are

responsible for cleaning and repairing any rips, tears, missing buttons, etc. If you leave the City's service, uniforms and protective equipment must be returned prior to issuance of your final paycheck.

Employees should dress in a manner that is appropriate for the job to maintain an acceptable general appearance at all times regardless of work location and degree of public contact. See Police 3.13 for a detailed explanation of the City's dress code.

Electrical Appliances

Employees working in City Hall may not have heaters, toasters, coffee makers, microwave ovens, or refrigerators in individual offices.

Credit Union

The Beaumont Municipal Employees Credit Union is owned and operated by City employees. Its purpose is to provide a source for loans which employees may obtain at a nominal rate of interest and to offer a substantial interest rate on savings accounts. You may have amounts deducted from your pay check and deposited automatically into your savings or checking account. The Credit Union is located at 2490 IH-10 East. For further information, call 899-1035.

Training and Tuition Refund

Regular full-time employees may enroll in job-related courses offered by an accredited university/college after completing the probationary (training) period. Each course must be directly related to the employee's present position. Master's degree courses must be a preferred requirement of the job. A "Request for Educational Reimbursement" must be submitted to the City Manager thirty days before a class starts. The City Manager will be the final approval for the course. Forms are available in your department, Policy 3.10.

The City may reimburse an employee for all tuition, books, and fee costs related to the approved courses (not to exceed two classes per

semester, plus required, accompanying labs) upon presentation of invoice or registration certificate with a grade of “C” or above.

As an incentive for employees to obtain a GED, the City will pay for the cost of the exam not to exceed \$100. Employees may use accrued leave to take the exam.

Conference, Seminars, Short Courses

Employees are encouraged to attend conferences related to City business including seminars or courses which affect the employee's job. Attendance at any school, conference, seminar, or short course must be approved by the department director and City Manager. Reimbursement for attending conferences, seminars, and short courses will be in accordance with the "Travel Expense Reimbursements and Advances" policy.

Contracts/Financial Interest with the City

The Charter of the City of Beaumont strictly prohibits an employee from having a direct or indirect financial interest in any City contract.

Article XVII, Section 9, of the City of Beaumont Charter reads:

No officer or employee of the City shall have a financial interest direct or indirect or by reason of ownership of stock in any corporation, in any contract with the City, or be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services except on behalf of the City as an officer or employee; provided, however, that the provisions of this Section shall only be applicable when the stock owned by the officer or employee exceeds one percent (1%) of the total capital stock of the corporation. Any willful violation of this section shall constitute malfeasance in office and any officer or employee guilty thereof shall thereby forfeit the office or position. Any violation of this section with the knowledge expressed or implied of the person or corporation contracting with the governing body of the City shall render the contract voidable by the City Council.

Questions or concerns about your relationship with a company doing business with the City should be directed to the Human Resources Department or your Department Director.

INSURANCE

Civilian Group Medical and Dental Insurance

I. Who is Eligible?

1. Employee
2. Spouse
3. Dependent children who are:
 - under the age of 25 **and**
 - unmarried **and**
 - your natural or adopted child **or**
 - your stepchild, as long as you are legally married to the natural or adoptive parent **or**
 - you have obtained court-ordered guardianship **or**
 - children legally placed in your care, pending adoption

II. When does medical coverage go into effect?

The first of the month following hire date as a full-time employee.

III. What kind of medical coverage do I have?

The City of Beaumont offers an HMO (Health Maintenance Organization) medical plan and a PPO (Preferred Provider Organization) medical plan. See the medical insurance benefits booklet for the medical plan you elected or contact the medical plan provider for the plan you elected.

IV. How do I file a medical claim?

Most service providers will file the claim for you, however if you elected the PPO plan and have been seen by an out-of-network provider, you may obtain a medical claim form for the PPO medical plan in the Human Resource Department, City Hall, Room 135. There is no out-of-network coverage on the HMO medical plan except for emergency services only. Contact the HMO plan for further guidelines.

V. When does dental coverage go into effect?

The first of the month following hire date as a full-time employee.

- VI. What kind of dental coverage do I have?
See the dental insurance benefits booklet or contact the dental plan provider.
- VII. How do I file a dental claim?
If your dentist's office does not file claims for you, you may obtain a dental claim form in the Human Resource Department, City Hall, Room 135
- VIII. How do I make changes in dependent coverage?
Changes to dependent coverage must be made within 31 days of a family status change (marriage, divorce, birth or adoption of a child, etc) or during Annual Enrollment.
- IX. How and when can I make changes to my beneficiaries?
The employee may come at anytime to Human Resources, City Hall, Room 135 to make changes to Life Insurance or Retirement beneficiaries.

LIFE INSURANCE

Each full time employee has basic life and basic accidental death and dismemberment insurance provided by the City of Beaumont. You may elect supplemental life and AD&D for an additional premium. You may also elect dependent life on your dependents.

If you wish to change your designated beneficiary, the employee must come to the Human Resources Department, City Hall, Room 135.

RETIREMENT

Texas Municipal Retirement System: All full-time regular civilian employees participate in the TMRS retirement program as a condition of employment.

- I. When do retirement deductions begin?
With your first paycheck.

- II. How much do I contribute?
Five percent of your gross salary is deducted from your check each pay period.
- III. Do my deposits earn interest?
Yes. The rate varies from year to year.
- IV. How much does the City contribute towards my retirement?
The City will match your deposits 2 to 1 and will be paid to you upon election of the monthly annuity retirement option.
- V. May I withdraw my deposits?
Yes, after termination of employment with the City. If you leave the employment of the City and apply for a cash refund, only your contributions and interest earned, minus a penalty will be refunded. With a cash withdrawal, you forfeit the City's matching funds. Another option is to roll your TMRS money into an IRA without penalty.
- VI. When do I become vested?
City employees become vested with 5 years of service credited with TMRS.
- VII. When will I be eligible for a service retirement?
- Five years of service credit with TMRS and at least age 60
- Twenty years of service credit with TMRS at any age
- VIII. Does the City have a Disability Retirement Plan?
In the event a member becomes disabled, TMRS offers an Occupational Disability retirement. Contact the Human Resources Department, City Hall, Room 135, to request information or contact TMRS at 1-800-924-8677.

DEFERRED COMPENSATION

The 457 Deferred Compensation Plan is available for full time City employees through the ICMA Retirement Corporation. The plan enables employees to:

1. Shelter a portion of their salary from income taxes.
2. Invest in funds yielding tax deferred earnings.
3. Provide a tool for retirement planning and savings.

To request additional information or enroll in ICMA, please contact the Human Resources Department, City Hall, Room 135.

For additional information on employee benefits, see the Employee Benefits Guide.

This Employee Handbook has been designed to serve as a quick reference for many issues relating to your employment with the City of Beaumont. It is not a contract, nor is it an invitation to contract.

In order to remain current, the Handbook treats most topics briefly. The official policies are in the Policies and Procedures Manual, available in each department. This Manual is updated as official policies change and is the authority in case of a disparity between the Manual and the Employee Handbook. This handbook replaces any previously issued handbooks.

It is important for you to be familiar with the information in this Handbook. Please review it carefully. If you need to refer to the Handbook in the future, remember that the most recent version will be available in the Human Resources Department. In addition, the Human Resources department can provide assistance with questions relating to your employment.

The City of Beaumont provides equal employment opportunities (EEO) to all applicants and employees.

Please sign below to indicate that:

- (1) you have received and will read this handbook;**
- (2) you understand the handbook is not a contract of employment;**
- (3) you understand your status as an at-will employee cannot be altered unless it is in writing and signed by the City Manager;**
- (4) you understand and are willing to comply with the City's harassment policies.**

Give the signed page to the Human Resources Department. This page will be kept in your personnel file in the Human Resources Department.

Signature _____

Print Name _____

Date _____