

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.01 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: EQUAL EMPLOYMENT OPPORTUNITY	LAST REVISION DATE:

The Town of Prosper is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, veteran's status or other unlawful basis, is prohibited.

Any employee who observes unlawful discrimination or who feels that he or she has been subjected to unlawful discrimination must report it immediately as set out in the Town's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09). Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.02 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: AMERICANS WITH DISABILITY ACT (ADA)	LAST REVISION DATE:

To ensure compliance with the Americans with Disabilities Act, the Town of Prosper offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

ADA Requirements

The Town will provide a reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The Town will not deny employment opportunities on the basis of the need to provide reasonable accommodation to the individual's physical or mental impairments, unless it would cause an undue hardship to the Town, or constitute a direct threat to the safety of the individual or others.

Employees who have a complaint involving potential violations of the American with Disabilities Act, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaint as outlined in the Town's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09).

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.03 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: JOB POSTING	LAST REVISION DATE:

The Human Resources Department will be responsible for posting all job announcements for vacant positions. The following procedure has been established to ensure that announcements of vacant positions are posted on a timely basis in specified locations.

I. Personnel Requisition

- A) All requests for job posting and advertising shall be submitted to the Human Resources Department on a Personnel Requisition Form provided by the Human Resources Department.
- B) In the case where a department wishes to advertise a job announcement in a newspaper publication, the department must submit the requisition form to the Human Resources Department at least two business days before the desired publication date to allow adequate time for the advertisement to be submitted to the publication. Submittal lead time may vary, depending upon the publication to be used.
- C) Job announcements will be prepared by the Human Resources Department and distributed to all departments and divisions to be posted in an area available to all employees.

II. In-House Posting

- A) In-House postings are job announcements for which only current Town of Prosper employees may apply.
- B) The minimum posting time for all In-House postings will be three (3) working days. If there are no qualified applicants from In-House posting, the department may choose to open the position to the public.

III. General Posting

- A) General postings are job announcements for which the general public or current Town of Prosper employees may apply.
- B) The minimum posting time for general postings will be five (5) working days.

NOTE: A vacant position is not required to be posted or advertised In-House or open to the general public if the department director wishes to move, transfer, or promote a qualified employee from the same department into the vacant position in accordance with Town policies and procedures.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.04 PAGE NO. 1 of 2
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: RECRUITMENT AND SELECTION	LAST REVISION DATE: 10-01-2011

The Town hires employees based solely on their knowledge, skills and abilities, experience, and other qualifications as they relate to the duties and responsibilities of a position without regard to race, national origin, religion, color, sex, age, citizenship, political affiliation, disability, or any other characteristic protected by law.

I. Applications

- A) Anyone seeking employment, promotion, transfer, or reemployment with the Town in response to a posted job announcement must complete and submit an official Town employment application packet for the position desired. All information set forth on an application is subject to verification.
- B) Applications will normally be considered active until sixty (60) days after the vacancy is filled.

II. Human Resources Procedures

- A) The Human Resources Department will be responsible for receiving all applications for vacant positions. (For position posting guidelines, refer to Reference No. 2.03.) Applications will not be accepted for positions other than those posted by job announcement, with the exception of applications for firefighters, police officers and police communications operators.
- B) The Human Resources Department staff will review applications and forward all qualified applications to the hiring supervisor.

III. Department Procedures

- A) Supervisors will review the referred applications, interview the applicants deemed most qualified, and make the final decision for employment based on job related requirements, qualifications, and past employment verification.
- B) Upon selection of a final candidate, the supervisor will complete and forward an Applicant Selection Memo form to the HR Department, to forward to the Police Department instructing the Police Department to conduct a background check. Results of the background check will be returned to the Human Resources Department.
- C) The supervisor or hiring authority will extend the contingent offer of employment to the successful candidate and agree on a starting date. All offers are contingent upon results of a pre-employment examination and drug and alcohol screen. Upon receipt of the Employee Authorization for Release of Health Information Form, the Human Resources Department will, where appropriate, make arrangements for a pre-employment physical, and notify the department upon receipt of the results.
- D) When the supervisor or hiring authority has made the final selection, he or she will document the selection/rejection reason for all referred applicants.

Title: RECRUITMENT AND SELECTION	REFERENCE NO. 2.04 PAGE NO. 2 of 2
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- E) The Human Resources Department will be responsible for notifying the referred and/or interviewed applicants not selected for the position. (Refer to Suggested Letter to Applicants Not Selected provided by the Human Resources Department.)
- F) When an applicant has been hired, the hiring authority will promptly return all applications and documentation to the Human Resources Department.

IV. Disqualification

Applicants will be disqualified from consideration for one or more of the following:

- Failure to meet the minimum qualifications necessary for performance of the duties for the position;
- If they previously worked for the Town and were terminated, or resigned in lieu of termination, due to unsatisfactory performance or conduct and/or violation of a Town policy or procedure;
- If their employment will result in a violation of the Town's Nepotism Policy;
- Failure to meet minimum age requirements;
- False statements or material omissions on the application form or during the application or interview process;
- Failing any of the Town's background and employment requirements including, but not limited to, drug testing;
- The applicant commits or attempts to commit a fraudulent act at any stage of the selection process;
- The applicant is not legally permitted to work in the United States;
- The applicant is unable to perform the essential function of the job applied for with or without reasonable accommodation; or
- Any other reason deemed to be the best interests of the Town.



APPLICANT SELECTION MEMO

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 2.04F-1

DATE: _____

TO: Human Resources Department

FROM: _____ Department

Selected Applicant: _____

Position: _____

The above-reference applicant is a final candidate for the position named above.
Please complete a

_____ Driver's license check (if driver's license is requirement of position)

_____ Criminal history check

_____ Other. Please specify: _____

Signed

SUGGESTED LETTER TO APPLICANTS NOT SELECTED

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 2.04F-2

DATE

Mr./Ms.
Street Address
City, State, Zip

Dear Mr./Ms. _____:

Thank you for your interest in the _____ position here at the Town of Prosper,
Department of _____. We have selected an applicant who best meets our needs at
this time.

Again, thank you for your interest and good luck in your future endeavors.

Sincerely,

Human Resources



EMPLOYEE AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 2.04F-3

Employee Authorization

I, _____, hereby authorize the release, use, or disclosure of my health information as follows:

This authorization pertains to the following type of medical information about me:

Results of pre-employment examination, drug test results for employment purposes, doctor's evaluation or notes supporting request for accommodation and/or FMLA leave, etc.

I hereby authorize the Town Physician/staff and/or any licensed family practitioner or specialist to release the above-described information to the Town of Prosper Department of Human Resources staff.

I understand that this Authorization will permit the above-named parties to use or disclose the identified medical information for employment-related purposes beyond treatment, payment, or health care operations as provided by the Health Insurance Portability & Accountability Act of 1996 (HIPAA). I understand that I may revoke this Authorization at any time by providing written notification to: Town of Prosper Human Resources Department, PO Box 307, Prosper TX 75078.

The revocation will be effective on the date when it has been received and processed by the above-named recipient. I understand that the revocation does not apply to actions taken in reliance upon this Authorization prior to the effective date of revocation. This Authorization shall remain in effect during my employment with the Town of Prosper and for a period of six months thereafter.

I understand that the information used or disclosed pursuant to this Authorization may be subject to redisclosure by the named recipient, and may no longer be protected by HIPAA's privacy rules after the authorized disclosure.

Employee's Signature

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

Employee's Personal Representative (if applicable)

Printed Name: _____ Date: _____

By signing as Employee's personal representative, I represent that I have legal authority to sign and act on the employee's behalf for purposes of executing this Authorization.

Signature of Employee's Representative: _____

Employer Information

Town of Prosper, 121 W Broadway Street, Prosper, TX, 75078

Recipient of Authorization (print name): _____

Title: _____ Date Received: _____

Check here to indicate that Employee was given a copy of signed Authorization

9/23/2008 12:39:11 PM

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.05 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: RECRUITMENT/RELOCATION EXPENSES	LAST REVISION DATE: 10-01-2011

The Town of Prosper may reimburse applicants for reasonable and necessary expenses incurred during position recruitment and relocation. Such reimbursements are typically reserved for the positions of Town Manager and Department Directors. The Town Manager must approve all reimbursements incurred for interview and relocation expense and may, at his/her discretion, restrict the reimbursement of all unreasonable expenses. In order to be reimbursed for interview and relocation expenses, all expenses must be submitted, along with all receipts, to the Town Manager.

I. Recruitment Expenses. The Town may reimburse applicants for the following expenses:

- A) Travel: one round-trip economy air fare and economy car rental to and from the airport; or, reimburse for personal car mileage at a rate established by the Internal Revenue Service, not to exceed the cost of an economy air fare.
- B) Lodging: up to three nights lodging on the interview trip.
- C) Meals: for meals associated with the interview trip.

II. Relocation/Moving Expenses. The Town may reimburse top management and executive positions for the following relocation expenses:

- A) Moving: reasonable expenses in connection with packing, moving, unpacking and insuring of household furniture.
- B) Storage: costs of temporary storage of household effects for a period of up to three months, prior to the move into the permanent living quarters, including insurance during storage.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.06 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: CITIZENSHIP AND SOCIAL SECURITY NUMBER	LAST REVISION DATE:

I. Citizenship Requirements

- A) Each employee of the Town of Prosper shall be either a citizen of the United States or a legally-documented alien with an approved work visa or permit.
- B) Applicants for employment with the Town of Prosper will be asked to provide proof of United States citizenship or legal eligibility to work in the U.S. in the form of a birth certificate, naturalization paper, social security card, U.S. passport, and a pictured identification card; i.e., driver's license or other documents as specified in the Immigration Reform and Control Act of 1986.
- C) Applicants who cannot demonstrate either United States citizenship or status as a legal alien with approval to work in the United States will not be considered for employment.
- D) Employees who lose their status as United States citizens or whose visa or work permit expires shall be terminated.

II. Social Security Number

Each employee of the Town of Prosper must have a valid social security number.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.07 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: VALID DRIVER'S LICENSE	LAST REVISION DATE:

The Town of Prosper requires that every employee who operates a Town-owned or leased vehicle, or who drives a privately owned vehicle while carrying out job duties, must maintain a current valid Texas driver's license and an acceptable driving record as determined by the Town.

Driving records will be checked prior to employment and periodically throughout the course of employment. Applicants and employees are required to provide the Town with any authorization necessary for the Town to perform such a check. Moving traffic violations will be considered and may result in failure to hire in the case of prospective employees, and may result in disciplinary action of an active employee. Each report will be reviewed and considered on a case by cases basis.

When a special classification of driver's license is required to operate Town equipment, it is the employee's responsibility to maintain the required license. The Town will pay the cost of renewing such licenses.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.08 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: BACKGROUND CHECKS	LAST REVISION DATE:

The Town of Prosper performs background checks on applicants and employees to the extent necessary to determine their eligibility for employment or ongoing employment, as the case may be. Background checks may include, but are not necessarily limited to, drivers license checks, outstanding warrant checks, criminal history and credit reports. The Town may also conduct periodic background checks on existing employees. Applicants and employees are required to give the Town whatever authorization is necessary for it to perform such checks.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.09 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: RESIDENCY	LAST REVISION DATE:

Residency requirements for employees of the Town of Prosper shall be based entirely on the requirements of the position held by the employee.

Immediate supervisors, with the specific approval of their department directors, may establish reasonable response time requirements for certain positions which may be subject to emergency recall and/or periodic service on a stand-by status. This information is to be outlined in the department's Standard Operating Procedure with a copy submitted to the Department of Human Resources.

A definition of and guidelines for establishing reasonable response time will be explained by the employee's supervisor at the time of employment and/or at any time when job requirements or response time guidelines change.

Employees of the Town of Prosper shall not be required to nor discriminated against for not establishing a residence within the corporate Town limits of Prosper. However, ability to meet established response time requirements for some positions will be considered a condition of employment.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.10 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: MINIMUM AGE	LAST REVISION DATE:

The Town of Prosper's minimum age for regular employment will be eighteen (18) years of age. The minimum age for employment with the Fire Department or Police Department will be twenty-one (21) years of age. The only exception will be for selected seasonal and/or temporary positions when prescribed differently by federal or state law. In no case are individuals younger than sixteen (16) years of age eligible for employment.

Proof of age and a Consent to the Employment of a Minor form provided by the Human Resources Department will be required of each applicant who is under eighteen (18) years of age prior to employment with the Town.



**CONSENT TO THE
EMPLOYMENT OF A MINOR**

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 2.10F-1

We, the _____ (parents or guardians) of _____ (name of minor), age _____, agree that the minor may be employed by the Town of Prosper for wages and compensation as may be agreed upon by the minor and the Town of Prosper.

We further agree that in all suits and actions which may be instituted by us for damages resulting from injuries sustained by the minor while in the employment of the Town of Prosper the consent to the employment of the minor hereby being given, shall bar any recovery by us in any suit instituted on account of such injuries.

In case of an injury that is job related, all employees of the Town of Prosper are covered under the Town's Workers' Compensation Program.

Date: _____

(Signature(s) of parents or guardians)

State of Texas

County of Collin

This instrument was acknowledged before me on _____, 20_____.

by _____.

Notary Public

(Seal)

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.11 PAGE NO. 1 of 3
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: NEPOTISM	LAST REVISION DATE:

The Town of Prosper shall not contribute, through employment, in-house advancement or transfer process, to the creation of an impropriety among its employees. This policy is established in order to prevent conflicts of interest, to avoid accusations and perceptions of biased conduct, and to maintain the confidentiality of restricted information.

I. Kinship

For the purposes of this policy, the following shall constitute familial relationships:

- | | | |
|-----------------------|---|---------------------------|
| First Degree: | Mother
Father
Sister
Brother
Son
Daughter | } (or) in-law; (or) -step |
| Second Degree: | Uncle
Aunt
Nephew
Niece
Grandfather
Grandmother
Granddaughter
Grandson
1 st Cousin | } (or) in-law |
| Other: | Former spouses
"Significant Others"
Engaged couples
Step family members | |

II. Applicants

An applicant shall be requested to list and shall list all relatives employed by the Town or serving on a board or commission on his or her application for employment.

- An applicant related, as defined in Section 1 of this policy, to the Town Manager shall not be employed by the Town.
- An applicant related, as defined in Section 1 of this policy, to any member of the Town Council shall not be employed by the Town.
- Under no circumstances will an applicant be employed in a department in which he or she may directly or indirectly supervise or be supervised by a member of his or her family, as defined in Section 1 of this policy.

- In a department comprised of more than one division or shift, an applicant related, as defined in Section 1 of this policy, to a Town employee employed in that division or shift will not be eligible for employment within the same division or shift. An applicant for a job in an undivided department who is related, as defined in Section 1 of this policy, to an employee of that department will not be eligible for employment in that department.

III. Other Restrictions

The following restrictions apply on the employment of any relative, including those defined as family members in Section 1 of this policy:

- No employee in the relationship will supervise, review or process the work of the other;
- No current employee may be appointed or promoted to any supervisor's span of responsibility that is related within the provisions of this section to that supervisor.
- The employees' relationship must not create a conflict between employees/Town interests; and
- There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the Town.

IV. Promotion

In the event of a proposed promotion giving rise to a relationship prohibited by this policy, any employed family member of a person considered for promotion to any of the positions identified above must agree to immediately tender his/her written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

V. Reorganization

In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship prohibited by this policy, the lower ranking employee will be required to immediately resign his/her employment. If both employees are of equal rank, one of them will be required to immediately resign his/her employment. Normally, any such resignation will not be effective until ninety (90) days after the reorganization, etc., occurs.

VI. Engagement or Marriage of Current Employees

In the event of an engagement or marriage between two Town employees, one or both of the affected employees must immediately seek a transfer to another available position within the Town for which he or she is qualified and that meets the requirements of this policy. If a suitable transfer cannot be made within ninety (90) days of engagement or marriage, one or both of the affected employees will be required to resign from employment.

VII. Boards and Commissions

If an employee is already employed with the Town, then the employee is not required to transfer or resign upon the appointment of a relative to a board or commission. However, an applicant who is a

relative of an existing board member or member of a commission is not eligible for employment in the division which serves as the liaison to the board or commission.

VIII. Temporary and Seasonal Employees

Temporary and seasonal employees of the Town shall be partially exempt from this policy, in that two or more members of the same family who are related may be employed within the same operational division as long as the following apply:

- No more than one of the related employees may be a regular (non-temporary and non-seasonal) employee of the operational division;
- The related employees may not be in a direct reporting relationship with each other, or responsible in any manner for the scheduling, discipline, or work assignments for each other; and
- The temporary or seasonal employee(s) may not be employed by the operational division for a period lasting longer than 120 calendar days within a twelve-month period.

IX. Volunteers and Reserve Officers

- In a department comprised of more than one division or shift, an applicant related, as defined in Section 1 of this policy, to a Town employee employed in that division or shift will not be eligible for employment within the same division or shift. An applicant for a job in an undivided department who is related, as defined in Section 1 of this policy, to an employee of that department will not be eligible for employment in that department.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.12 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: FITNESS FOR DUTY	LAST REVISION DATE:

The Town of Prosper endeavors to provide a safe work environment for all employees. It is the responsibility of each employee to maintain the standards of physical and mental health fitness required for performing the essential functions of his or her position, either with or without reasonable accommodation.

I. Serious Health Condition/Disabilities

The Town recognizes that employees with a potentially life-threatening and/or infectious illness or physical and/or mental disability may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to perform the essential functions of their job, with or without reasonable accommodation, without creating an undue hardship, and medical evidence indicates that their condition is not a direct threat to themselves or others, the Town will treat them consistently with other employees.

II. Medical Exams for Current Employees

The Town Manager or Designee, or an employee's Department Director (with the prior written approval of the Town Manager or Designee) may require a current employee to undergo a medical and/or psychological examination to determine fitness for continued employment; as may be necessary in order for the Town to provide a reasonable accommodation; following an injury or accident; and as otherwise permitted in accordance with the Americans with Disabilities Act.

III. Time Off From Work

Time away from work under this policy will normally be coded as paid administrative leave, but may be retroactively changed to sick leave, Family Medical Leave Act leave, and/or other leave as circumstances warrant.

IV. Return to Work

Before returning to work following a medical and/or psychological examination under this policy, the employee must coordinate his/her return through the Town Manager or Designee.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.13 PAGE NO. 1 of 2
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: MEDICAL EXAMINATIONS/FITNESS FOR DUTY	LAST REVISION DATE:

The Town of Prosper endeavors to provide a safe work environment for all employees. It is the responsibility of each employee to maintain the standards of physical and mental health fitness required for performing the essential functions of his or her position, either with or without reasonable accommodation. It is the policy of the Town to require certain applicants and employees to be examined by a physician under certain circumstances described below. Medical examinations may also be used to ensure that employees remain in good physical condition in order to perform the demands of the job.

I. Required Medical Examinations

- A) The Human Resources Department together with Department Directors will determine which positions will require a post-offer pre-employment medical and/or psychological examination. Prospective employees for these positions will be required to pass a medical and/or psychological examination administered by a physician designated by the Town and the prospective employee will not be hired unless the examining physician certifies that the person meets the minimum standards of physical and/or psychological fitness required for the position and is able to perform the essential functions of the position with or without reasonable accommodation.
- B) Employees may be required to have a medical and/or psychological examination for in-house advancement, transfer or other personnel action where the supervisor deems it necessary due to different physical and/or psychological requirements or duties of the new position.
- C) The Town Manager or Designee, or an employee's Department Director (with the prior approval of the Town Manager or Designee) may require a current employee to undergo a medical and/or psychological examination to determine fitness for continued employment; as may be necessary in order for the Town to provide a reasonable accommodation; following an injury or accident; whenever the employee's supervisor determines that a potential health problem may prevent an employee from performing his/her job duties; and as otherwise permitted in accordance with the Americans with Disabilities Act.
 - (1) Time away from work under this policy will normally be coded as paid administrative leave, but may be retroactively changed to sick leave, Family Medical Leave Act leave, and/or other leave as circumstances warrant.
 - (2) Before returning to work following a medical and/or psychological examination under this policy, the employee must coordinate his/her return through the Town Manager or Designee.

All medical exams must be coordinated by and through the Human Resources Department.

II. Serious Health Condition/Disabilities

The Town recognizes that employees with a potentially life-threatening and/or infectious illness or physical and/or mental disability may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to perform the essential functions of their job, with or without reasonable accommodation, without creating an

undue hardship, and medical evidence indicates that their condition is not a direct threat to themselves or others, the Town will treat them consistently with other employees.

III. Payment of Medical Examinations

- A) Medical examinations required by the Town will be paid for by the Town. A letter from the physician stating whether or not the employee is fit for duty is required to be submitted to the Town.
- B) When the Town requires a physical examination or physician's report concerning an illness or injury suffered by an employee, the examination shall be at the expense of the Town and performed by the Town physician or a specialist the Town physician refers the employee to.
- C) Employees who are not satisfied with the physician's determination may submit a report from a physician of their own choosing and at their own expense. In the event of conflicting opinions, the Town may employ a third physician to examine the employee. The Town will pay for this third physical examination. The reports of the physicians involved, along with the demands of the job and the employee's ability to perform the job duties, will be the basis for a decision.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.14 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: OUTSIDE EMPLOYMENT	LAST REVISION DATE:

The Town of Prosper shall be the primary employer for all employees for which benefits are being supplied. An employee may be employed in any other business, trade, occupation or profession while employed by the Town, so long as it is determined that such employment does not tend to bring the Town into disrepute, reflect discredit upon the employee, or conflict with his/her employment or performance as a Town employee.

Employees may not accept outside or self-employment that conflicts with the effective performance of the employee while on duty with the Town, or conflict in any way with the best interests of the Town. Other outside activities, such as volunteer activities, that might similarly distract from an employee's ability to perform his or her job with the Town are also prohibited.

Employees must receive prior written approval from their Department Director and the Town Manager on the Town's Outside Employment Form, before engaging in other employment.

As the primary employer, the employee must recognize the Town's need for flexibility and changing schedules based upon the demand for services or departmental needs.

An employee will not be covered by the Town's workers' compensation insurance while working for another employer or while self-employed unless the employee is required to perform official Town employment activities while engaged in such outside or self-employment.

Approval for outside or self-employment as set out in this policy does not authorize an employee on FMLA leave, sick leave, disability leave, worker's compensation leave, or an unpaid leave of absence to engage in any outside or self-employment. Under no circumstances may an employee on FMLA leave, sick leave, disability leave, worker's compensation leave, or unpaid leave of absence engage in outside or self-employment, as defined in this policy, unless expressly authorized in writing by the Department Director and the Town Manager or Designee.

For purposes of this policy, outside or self-employment includes a job, activity, or enterprise (including self-employment) which constitutes a form of employment or business outside the responsibilities of employment with the Town. This policy is not intended to cover volunteer work with a non-profit organization, such as United Way, Girl Scouts, American Heart Association, faith based activities or similar activities where compensation is neither expected nor paid in the ordinary course of operations.

OUTSIDE EMPLOYMENT

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 2.14F-1

I, _____, have a second job which will not conflict and/or would not adversely affect my performance and work schedule with the Town of Prosper. I have read and understand the Town's policy regarding Outside Employment (Town of Prosper Personnel Policies and Procedures, Reference No. 2.14).

Second Employer Name

Second Employer Address

Second Employer Telephone

Approximate hours worked per week/month

Briefly describe what type of job duty you will perform at this job.

Employee Signature

Date Signed

Department Director Approval

Date Signed

Town Manager Approval

Date Signed

Human Resources Signature of Receipt

Date Signed