

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.01 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: NEW HIRE ORIENTATION	LAST REVISION DATE:

**I. Department Orientation**

On the first day of employment, the new employee and his or her supervisor will review, complete and sign the New Employee Orientation Checklist form provided by the Human Resources Department. The department will forward this form, along with all other required enrollment and new hire documents from the Human Resources New Hire Packet to the Human Resources Department.

**II. Human Resources Orientation**

The new employee will attend and participate in the next scheduled New Hire Orientation session conducted by the Human Resources Department to learn more about the Town, including employee relation services, benefits, policies and procedures. New employees will be given an opportunity to ask questions and discuss Town employment and services. All new full-time and part-time employees are required to participate in new hire orientation within thirty (30) days of employment.



# NEW EMPLOYEE DEPARTMENT ORIENTATION CHECKLIST

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.01F-1*

Instruction to Supervisors: On the first day of employment, review each section with the new employee, completing all necessary forms, and send to Human Resources Department along with all other required documents from the New Hire Packet.

Employee: \_\_\_\_\_ Slot: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### Introduction to Work Area

\_\_\_\_\_ Introduction to employees/supervisor  
\_\_\_\_\_ Tour of work area  
\_\_\_\_\_ Location of break area, restrooms, etc.

### Job Duties and Performance

\_\_\_\_\_ Who to report to/ask questions/notify in case of absence  
\_\_\_\_\_ Performance evaluations  
\_\_\_\_\_ Tools/equipment - location and storage  
\_\_\_\_\_ Job description, duties and standards  
\_\_\_\_\_ On-the-job training  
\_\_\_\_\_ Uniforms, keys, gas card

### Attendance and General Information

\_\_\_\_\_ Town and Department Policies  
\_\_\_\_\_ Work Hours, lunch and break periods  
\_\_\_\_\_ Non-smoking policy  
\_\_\_\_\_ Discipline policy  
\_\_\_\_\_ Modified duty policy  
\_\_\_\_\_ Overtime and on-call policy  
\_\_\_\_\_ Tardiness and absence policies

### Safety Rules and Policies

\_\_\_\_\_ Safety policies  
\_\_\_\_\_ Vehicle incident/accident damage reporting  
\_\_\_\_\_ Personal injury reporting

### Department Orientation Acknowledgment Statement

I acknowledge that I have completed the department orientation and have received a copy of my job description. I further acknowledge that I will become familiar with and abide by the rules and policies of the Town and my department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# NEW EMPLOYEE BENEFITS CHECKLIST

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.01F-2*

Instruction to Human Resources: On the first day of employment, review sectional employee benefits with the new employee, and complete all necessary forms.

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### Employee Benefits – Insurance

- |                               |   |
|-------------------------------|---|
| _____ Medical Insurance       | _____ Medical Expense Reimbursement Plan (MERP) |
| _____ Dental Insurance        | _____ Flexible Spending Accounts                |
| _____ Vision Information      | _____ AFLAC Plans                               |
| _____ Life and AD&D Insurance | _____ PrePaid Legal Plan                        |
| _____ Disability Insurance    | _____ Employee Assistance Program (EAP)         |

### Employee Benefits - Retirement

\_\_\_\_\_ Texas Municipal Retirement Plan (TMRS)                      \_\_\_\_\_ 457 Plan

### Employee Benefits – Leave Time

- |                |                   |
|----------------|-------------------|
| _____ Holidays | _____ Vacation    |
| _____ Sick     | _____ Bereavement |

### Benefit Orientation Acknowledgment Statement

I acknowledge that I have completed the Benefits orientation and have received all applicable enrollment forms. I understand that copies of all benefits forms and documents are available 1) on the shared employee drive on the server and 2) by request to the Human Resources Department. I further acknowledge that I understand that certain benefits have a limited enrollment period.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## PUBLIC INFORMATION

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.01F-3*

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In accordance with the Public Information Act, formerly known as the Open Records Act, some personnel information is accessible, upon request, to the public. Specific exceptions to this rule are listed below. In regard to these exceptions, the employee has the option as to whether to release this information or not. Information will only be released when a "Public Information Request" or "Open Records Request" is provided, in writing to the Human Resources Department or the Records Manager of the City, and does not fall under an exemption designated in the Public Information Act or other applicable laws.

Please complete the section below indicating what, if any, personal information you approve to be released.

- I [  ] do [  ] do not want my home address released.  
I [  ] do [  ] do not want my home telephone number released.  
I [  ] do [  ] do not want my marital status released.  
I [  ] do [  ] do not want my social security number to be released.  
I [  ] do [  ] do not want my beneficiary information to be released.  
I [  ] do [  ] do not want deferred compensation information to be released.  
I [  ] do [  ] do not want child support information to be released.  
I [  ] do [  ] do not want medical information from my physician(s) to be released.  
I [  ] do [  ] do not want any direct deposit information to be released.  
I [  ] do [  ] do not want information contained on my I-9 form to be released.  
  
I [  ] do [  ] do not want any and all of the above released.

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Printed Name of Employee

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Signature of Employee

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Date Signed



## EMPLOYEE PERSONAL CONTACT INFORMATION

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.01F-4*

New Hire

Change in information

Date: \_\_\_\_\_

Employee Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Person to notify in case of emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Alternate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

It is the responsibility of the employee to see that this information remains current. Please notify your department immediately upon any changes to the above information.

\_\_\_\_\_  
Employee Signature

*Please return original to the Human Resources Department for filing.  
Departments should retain a copy of this information in the employee's departmental personnel file.*

9/23/2008 12:42:29 PM



## **PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT**

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.01F-5*

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DATE: \_\_\_\_\_

I, \_\_\_\_\_, certify and acknowledge the following:

- I understand and agree that I must be familiar with and comply with the Town of Prosper Personnel Policies and Procedures (the "Policies"), and any revisions.
- I have been informed that I have access to the Town of Prosper Personnel Policies and Procedures Manual at any time in my department and that I may direct any questions regarding Town policies, procedures or directives to my immediate supervisor and/or the Human Resources Department.
- I understand that the Town of Prosper may change, modify, suspend, interpret or cancel, in whole or part, any of the Town of Prosper Personnel Policies and Procedures, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies and/or procedures.
- It is expressly understood that the Town of Prosper Personnel Policies and Procedures Manual does not constitute the terms of a contract of employment, but rather my employment with the Town of Prosper is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or the Town of Prosper with or without cause and with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

*Town of Prosper*  
**Personnel Action Form**

*Personnel Policies and  
Procedures Manual - 3.01F-6*

Employee Name: \_\_\_\_\_  
(Last) (First) (Middle)

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Emp No. 

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Complete this section for :  New Employee or  Change of Personal Information

Previously Employed by Town:  Yes  No Social Security No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Driver's License No. : \_\_\_\_\_ State: \_\_\_\_ Type/Class: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Telephone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_ Marital Status \_\_\_\_\_

Complete this section for:  Separation

Resignation  Retirement  Dismissal  End of Temporary or Seasonal Employment  Death  
 Eligible for rehire?  Yes  No Reason for Leaving: \_\_\_\_\_

Complete this section for:  New Employee or  Change of Status

Transfer/Promotion/Step  Leave of Absence from \_\_\_\_\_ to \_\_\_\_\_  
 Pay for Performance Increase  Other (explain) \_\_\_\_\_

Department Present \_\_\_\_\_ Proposed \_\_\_\_\_

Job Title Present \_\_\_\_\_ Proposed \_\_\_\_\_

Slot No. Present \_\_\_\_\_ Proposed \_\_\_\_\_

Classification Present  RFT  RPT  Temporary or Seasonal  Exempt  Non-Exempt  
 Proposed  RFT  RPT  Temporary or Seasonal  Exempt  Non-Exempt  
 Existing Position  New Position

Budget Account Number For Regular Salary 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Eligible for Benefits  Yes  No (over 1,000 hrs per year) If replacement, name of person being replaced: \_\_\_\_\_

Accrue Benefit Hours  Yes  No \_\_\_\_\_

Complete this section for:  New Employee or  Change in Salary

Present Biweekly \$ \_\_\_\_\_ Pay Class \_\_\_\_\_ Proposed Biweekly \$ \_\_\_\_\_ Pay Class \_\_\_\_\_

Present Annual \$ \_\_\_\_\_ Proposed Annual \$ \_\_\_\_\_

Present Hourly \$ \_\_\_\_\_ Proposed Hourly \$ \_\_\_\_\_

Certification or Allowance Pay Type \_\_\_\_\_ Amount per year \$ \_\_\_\_\_ per pay period \$ \_\_\_\_\_

Remarks: \_\_\_\_\_

Approval: \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_ Human Resources \_\_\_\_\_ Date \_\_\_\_\_ Town Manager \_\_\_\_\_ Date \_\_\_\_\_



TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.02 PAGE NO. 1 of 3
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: PROBATIONARY PERIOD	LAST REVISION DATE: 10-01-2011

All new employees hired to fill regular full-time or part-time positions in the Town of Prosper must satisfactorily complete a performance probationary period of six months. The Police and/or Fire Departments may have extended probationary periods, per departmental guidelines. Additionally, all current employees who are promoted, or reclassified to a supervisory position, as well as former Town employees who are rehired, must satisfactorily complete a performance probationary period of six months. The probationary period assists the Town in maintaining an effective, productive, and efficient workforce to provide quality services to the citizens. Only those employees who meet acceptable performance and other standards during their probationary period will be retained as employees. An extended orientation and/or training time may be added to the probationary period. Employees are considered probationary employees until they have actually performed their regular job duties for at least six months to assure their ability to meet acceptable standards of work performance and behavior for the employee's position.

Each probationary employee is responsible for knowing, understanding, and meeting the expectations and standards for his/her position. In addition, each employee is also responsible for performing his/her job in a safe, productive, and effective manner within the instructions and established standards for the position. Furthermore, employees are expected to maintain acceptable standards of conduct in their employment. During the probationary period, it is the responsibility of the employee to correct any deficiencies or inadequacies in job performance, attitude, or conduct.

**The successful completion of a probationary period does not create a contract of employment or guarantee employment for any specific duration or establish a "just cause" disciplinary or termination standard. The employee remains at all times "at-will" as described in Town of Prosper Personnel Policies and Procedures, Reference No. 1.04.**

**I. Seasonal/Temporary Employees**

Seasonal and temporary full-time and part-time employees do not serve a performance probationary period and have no right of appeal when terminated at any time.

**II. Change In Assignment for Probationary Employee**

Probationary employees may not request or make application for reassignment, promotion, or voluntary transfer during the probationary period unless approved by their Department Director and the Town Manager or Designee. A probationary employee or an employee who receives approval for a reassignment, promotion or transfer will serve a six-month performance probationary period in the new position beginning with the date of the position change.

**III. Absences During Initial Performance Probationary Period**

New employees may not use vacation during their performance probation period. Employees may use sick leave for qualifying absences. Compensatory time off or recognized holidays during the performance probationary period may be used as approved per established Town/Departmental policy or practice.

Transferred or promoted employees serving probationary periods retain their eligibility for all types of leave established by Town policy.

Title: PROBATIONARY PERIOD	REFERENCE NO. 3.02
	PAGE NO. 2 of 3

**IV. Probationary Performance Assessments**

All probationary employees shall be constantly evaluated and will receive performance assessments in accordance with the Employee Professional Development Assessment System Policy (Reference No. 3.03). These reviews are designed to evaluate each employee's performance and communicate that performance to the employee.

**V. Extensions to Probationary Period**

The performance probationary period may be extended under the following circumstances:

At the end of the six-month probationary period, performance probation may be extended for up to an additional three months when a probationary employee's performance has been marginal due to extenuating circumstances, additional training is warranted, or an employee's absence from work for an extended period of time did not permit an opportunity for adequate assessment of performance. The decision to extend or not to extend an employee's probationary period may not be appealed. If an extension is granted, the employee will be advised in writing and given the date on which the extended probation period will be completed. Such extension will be at the sole discretion of the Department Director or the Town Manager or Designee.

A probationary period may be extended for time spent on an approved Leave of Absence including leaves of absences due to injury or illness or approved Military Leave. They approved extension will normally equal the length of time away from work. Accordingly, each full-day absence incurred by an employee during the probationary period will normally extend the six-month probationary period by an additional day.

**VI. Successful Completion of Probation/"Regular" Status Granted**

An employee is granted "regular" status in the new position if the employee satisfactorily completes the performance probationary period.

**VII. Failure of Probation**

An employee is considered to have failed probation when it is determined that the employee's fitness, job performance, quality or quantity of work, attendance, or combination thereof, does not meet minimum job performance standards and expectations for the position. Failure of probation may occur at any time within the probationary period. An employee who fails probation will normally be terminated from the Town's employment. If desirable and feasible, the employee may be administratively transferred to a more suitable position at the sole discretion of the Town. A transferred or promoted employee who fails probation may, at the sole discretion of the Town, be reinstated to his/her former position provided there is a vacancy and if approved by the affected Department Director(s). Department Directors are responsible for ensuring the thorough written documentation of all cases of failure or probation, including counseling, training, and other efforts to help employees during their probation period.

Title: PROBATIONARY PERIOD	REFERENCE NO. 3.02 PAGE NO. 3 of 3
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**VIII. Termination of Probationary Employment**

Probationary employees are at-will employees and may be terminated at any time during the probationary period, with or without notice or cause. A New Hire probationary employee who is terminated has no right of appeal. New Hire probationary employees are not entitled to progressive levels of discipline. Probationary employees are otherwise subject to all policies and procedures of the Town.

**IX. Sexual and Other Unlawful Harassment**

Probationary employees are subject in all respects to the Town's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09). While probationary employees have no right of appeal, if they believe they have been subjected to unlawful harassment or discrimination, they must immediately report such conduct as set out in Town of Prosper Personnel Policies and Procedures, Reference No. 7.09.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.03 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: EMPLOYEE PROFESSIONAL DEVELOPMENT ASSESSMENT SYSTEM	LAST REVISION DATE: 10-01-2011

The Town uses a thorough performance assessment system for assisting supervisors in communicating job expectations, measuring the employee's level of past performance, recognizing employee achievements and exemplary performance, and strengthening the supervisor-employee relationship. The performance assessment system provides necessary information for management decisions including career development and training, assignments, advancements, transfers, disciplinary actions, retention, compensation, etc. The purpose of the performance assessment system as outlined herein is to achieve optimum employee performance resulting in outstanding citizen service.

### **I. Schedule**

Regular full-time and regular part-time employees are eligible for a performance assessment upon completion of their probationary period, an annual performance assessment on their annual anniversary date each year, and a periodic performance assessment every six months.

### **II. Supervisory Responsibilities**

All performance assessment information must be written where required, on forms approved by the Town Manager and provided by the Human Resources Department, and forwarded to the Town Manager or Designee for retention in the employee's official personnel file. An assessment is considered complete at the time the employee signs and dates the assessment document or when the supervisor and/or Department Director has a witness acknowledge the employee's refusal to sign the assessment document.

Supervisors will strive to clearly communicate all elements of job performance, key result areas, performance standards, measures, goals, strengths and areas of development needed on the employee assessment form. Each employee will sign and date a copy of his/her employee assessment when it is reviewed, and the supervisor will forward a copy to the Town Manager or Designee for filing in the employee's official personnel file.

Department Directors are expected to ensure compliance with this policy and ensure that evaluating supervisors and managers under their direction are adequately trained in the performance assessment process. Department Directors and/or mid-level managers are encouraged to review all performance assessments for validity prior to the department supervisor conducting the performance assessment with the affected employee, in order to correct any obvious errors or rating bias.

### **III. Employee Responsibilities**

Employees are expected to be knowledgeable of their essential job functions and key result areas and maintain established performance standards and requirements as outlined. Employees are encouraged to address issues and concerns regarding their annual performance assessment with their evaluating supervisor. If the employee is unable to resolve his/her issues and concerns with the evaluating supervisor, the employee may address them with the Department Director, if the Department Director is the evaluating supervisor, the employee may go to the Town Manager to address his/her concerns.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.04 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: CATEGORIES OF EMPLOYMENT	LAST REVISION DATE: 10-01-2011

- I. The Town of Prosper classifies Town employees for the purpose of employment status and benefit eligibility as follows:
- A) **Performance Probationary.** A full-time or part-time employee during the performance probation period of initial employment, promotion, or transfer. New hired probationary employees are not entitled to progressive levels of discipline and are not eligible to use the Town's employee appeals policy.
  - B) **Regular full-time.** An employee in a budgeted position with an officially scheduled work week of 40 hours or more each workweek (except for certain Fire and Police shift personnel who have different work cycles) who has successfully completed his/her initial performance probationary period. Generally, regular full-time employees are eligible for the Town's full benefit package, subject to the terms, conditions, and waiting periods of each benefit program. Regular full-time employees receive benefits such as benefit hour accruals, medical benefits and participate in the Texas Municipal Retirement System (TMRS).
  - C) **Regular part-time.** An employee in a budgeted position with an officially scheduled work week of less than 40 hours who has successfully completed 6 months of active service with the Town. Regular part-time employees who regularly work at least 1,000 hours in a year will receive benefits such as benefit hour accruals (at a one-half of regular full-time rate) and participate in TMRS. Some benefit policies may require a an employee to work more than 20 hours per week to qualify for coverage. In such cases, the official benefit policy and contract will govern.
  - D) **Temporary/Seasonal.** An employee who is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the Human Resources Department. Temporary and seasonal employees receive all legally mandated benefits (such as workers' compensation insurance coverage), but are not eligible for the Town's other employment benefits. Temporary employees who are placed with the Town but who are actually employed by a temporary staffing agency must look to the temporary staffing agency to determine what benefits they are provided. Such employees are not eligible for benefits from the Town and are not eligible for participation in TMRS.
  - E) **Volunteers.** Volunteers are not employed by the Town in any capacity. Volunteers elect to donate their time and services as a volunteer for the Town without any expectation of compensation. Volunteers are generally not paid and are generally not entitled to any benefits.
- II. In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from federal and state wage and hour laws. Employees are informed of their status as exempt or nonexempt at the time of their initial employment, or subsequently if their classification changes for any reason.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.05 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: PAY CLASSIFICATIONS AND JOB DESCRIPTIONS	LAST REVISION DATE: 10-01-2011

It is the policy of the Town of Prosper to provide a systematic and organized approach for the administration of salaries for positions on a uniform, Town-wide basis and to provide equitable and competitive compensation based on position classification, performance, and market analysis.

**I. Pay Classifications**

- A) Each position that is not a contract position or covered under an employment agreement shall be assigned to a pay classification. Pay classifications shall specify an entry and maximum level, hourly and bi-weekly wage or salary, within each pay range.
- B) Employees may be hired for positions at a higher pay than entry-level pay, based on qualifications and job related experience, at the recommendation of the Department Director and the discretion of the Town Manager.
- C) The Town Council as part of its annual budget process will consider the allocation of funds for pay classification adjustments. Pay classifications may be amended, as circumstances require, through submission of suggested changes to the Human Resources Director and approval by the Town Manager.

**II. Job Descriptions**

- A) Each position shall have a job description. All job descriptions will list the following:
  - (1) Job Title, Department/Division, Pay Class/FLSA Designation, and Salary Range as provided from the Pay Classification Plan
  - (2) Definition of Job
  - (3) Supervision Received and Exercised
  - (4) Examples of Duties including
    - (a) Essential Functions
    - (b) Additional Duties
  - (5) Qualifications including
    - (a) Knowledge
    - (b) Ability
    - (c) Education and Training Guidelines
  - (6) Physical Demands
  - (7) Work Environment
- B) Requests for new positions, reclassification, or changes to existing job descriptions will be made to the Human Resources Department. All suggested job descriptions will be reviewed, and upon approval, will be effective the first day of the fiscal year unless otherwise authorized by the Town Manager.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.06 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: EMPLOYEE DEVELOPMENT AND TRAINING	LAST REVISION DATE:

It is the philosophy of the Town of Prosper to support employee training and development opportunities that will prepare employees for increased responsibilities and enhance individual growth, promotion and development.

**I. Human Resources Department**

As resources allow, the Human Resources Department will cooperate with department directors and division supervisors in developing training programs. Records of employee attendance, participation, and training completion at Town-sponsored programs will be maintained in the Human Resources Department. Departments are to submit records of employee training for other types of training programs the employee has completed to the Human Resources Department. This information can then be included in the employee's official file.

**II. Department Directors/Supervisors**

- A) It is the responsibility of the employee's immediate supervisor to provide, or see that the employee receives, department orientation and job training.
- B) It is the responsibility of Supervisors to respond to employee inquiries regarding Town and department policies, procedures and guidelines.
- C) Department directors'/supervisors' efforts to facilitate leadership development in their subordinates are endorsed by the Human Resources Department. In addition, directors and supervisors are encouraged to indicate to the Human Resources Department the training needs of their departments or divisions.
- D) Supervisors are responsible for the enrollment, attendance and documentation of their subordinates in training programs.

**III. Notification and Attendance**

- A) Employee participation in training programs, sessions and/or seminars must be approved by his or her supervisor. Notification of training sessions should be given far enough in advance to allow adequate time for adjustment of the employees' scheduled job duties.
- B) When all eligible employees in one department or division are unable to attend training, every effort should be made to provide sessions on a rotating system to facilitate participation.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.07 PAGE NO. 1 of 1
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: IN-HOUSE ADVANCEMENT	LAST REVISION DATE:

The purpose of the Town of Prosper's in-house advancement policy is to make every effort to fill job vacancies through in-house advancement, or promotion, of qualified employees to vacant positions within the Town. This shall not prohibit the Town Manager or other supervisory personnel from filling positions with persons not employed by the Town.

**I. Consideration**

- A) Employees must have completed the six-month probationary period to be eligible for in-house advancement, unless otherwise approved by the Department Director and the Town Manager or Designee.
- B) The decision for an in-house advancement will be based on the quality of each applicant's prior performance on the job as well as the qualifications for the new position. Other areas to be considered are conduct, disciplinary history, education, records of progression, completion of training or developmental assignments, awards, letters of commendation, and details of leadership experiences where appropriate.

**II. Salary Increase**

Generally, when an employee is promoted through in-house advancement to a position with a higher pay classification, the employee will receive an increase to the minimum salary of the new position, or receive a promotional increase of five percent (5%) over the employee's present salary, whichever is higher, to recognize the employee's experience and acceptance of a more demanding position. Along with the promotional increase, the employee may be awarded an additional increase based on qualifications above the minimum requirements for the job.

**III. Anniversary Date and Probationary Period**

- A) An employee who does not work under a departmental step plan and who is promoted through in-house advancement to a higher position with a higher pay classification is required to complete a six-month probationary period in accordance with the Probationary Period Policy (Reference No. 3.02).
- B) Should a promoted employee not successfully complete the probationary period, the employee may be eligible to return to the previous position held, if available. If no position is available for which the employee is qualified, the employee will be terminated.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.08 PAGE NO. 1 of 3
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: TRANSFERS	LAST REVISION DATE:

Transfers will be allowed within a division or from one division or department to another when they are in the best interest of the Town and/or employee.

Transfers may be used to allow employees to move to positions with greater career potential, to change career fields, to move to a position for which the employee is more suitably qualified, to vary work location or conditions, to accommodate shifts in work loads across Town departments, for disciplinary reasons, or other administrative reasons. In order for any employee to transfer, there must be a vacant position and the employee must meet all job requirements.

## **I. Purposes of Employee Transfers**

### **A) Voluntary Transfer (employee initiated)**

- (1) Generally, a voluntary transfer is initiated by an employee through request or by applying for an open position.
- (2) Employees must have completed the six-month probationary period to be eligible to transfer, unless approved by the Department Director and the Human Resources Director.
- (3) If the position has been posted or advertised, the employee must also complete all application, interviewing and other requirements in the job announcement.
- (4) The transferring employee must give at least two weeks notice to the releasing department prior to transfer. The releasing supervisor may waive this requirement.

### **B) Involuntary Transfer (supervisor initiated)**

In certain circumstances, a department director or supervisor may deem it necessary to place an employee in a position better suited to the employee's abilities.

### **C) Administrative Transfer (reassignment, reorganization)**

- (1) In certain circumstances administrative transfer, or reassignment, may be used for reorganization purposes. The Town Manager or Designee must approve the transfer in advance.
- (2) Normally, administrative transfers will not result in a change of salary for the affected employee(s). Any salary changes will be determined by the Department Director and the Town Manager or Designee.

## II. Forms of Transfers

### A) Lateral Transfer

When an employee transfers to another position in the same pay classification, this is considered a lateral transfer. In most cases of lateral transfers, the employee's rate of pay will remain the same. However, under certain circumstances a supervisor may make recommendations to adjust the employee's rate of pay based on qualifications for the job. These considerations include experience, education, current market conditions, salary of the candidate, difficulty in recruiting qualified candidates, necessity of position to service delivery, incentive, or to match current salary of employee(s) in same or similar positions within the department/division.

### B) Transfer to a Lower Position (Demotion)

#### (1) Voluntary Demotion

- (a) If an employee elects to accept a position in a lower classification, this is considered a voluntary demotion.
- (b) Voluntary demotion may be requested by an employee. A request for voluntary demotion must be made by the employee in writing, approved by the Department Director and the Town Manager or Designee. The request should include the date, reasons for the request, signature of the employee, signatures of the Department Director and Town Manager or Designee. Voluntary Demotion must be in the best interest of the Town and the specific department(s) involved before approval will be granted.
- (c) The rate of pay for voluntary demotions will be determined by the Department Director and the Town Manager or Designee, consistent with the pay range for the lower classification. Demoted employees are eligible for performance increases at the time of review in the new position. Reduction in pay may be considered in some cases.
- (d) A voluntary demotion will not require the employee to serve a six-month probationary period.

#### (2) Involuntary Demotion

- (a) An involuntary transfer may be deemed necessary by a department head or supervisor when an employee fails to satisfy the requirements and performance standards established for a position but is able to function productively in another capacity. Demotion is not generally used as a disciplinary measure, but rather as a technique to place employees unable to perform duties of the position in one better suited to their abilities.
- (b) Demotion should not be considered unless the employee has been informed of, and understands, those standards established for the position and has been counseled and given sufficient time to correct any existing deficiencies. Demotions will be accomplished after careful and thorough review of an employee's qualifications, work history, and documented performance appraisals.
- (c) In the case of an involuntary demotion, the employee will serve a six-month probationary period for the new position.

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**C) Transfer to a Higher Position (promotion)**

[See In-House Advancement Policy (Reference No. 3.07)]

**III. Benefits**

Regular full-time employees who transfer from one position to another and remain regular full-time employees shall continue to accrue benefits without interruption. Benefits will be adjusted appropriately if a change of status occurs.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.09 PAGE NO. 1 of 2
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: EMPLOYEE RECORDS	LAST REVISION DATE: 01-12-2012

It is the policy of the Town of Prosper that an effective system for keeping records on job applicants, current employees, and former employees is essential to the proper functioning of the Human Resources Department. The Town strongly believes, however, in respect for the rights and dignity of each employee, and the Town pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of federal and state regulations.

The Human Resources Department shall maintain the official personnel file of each employee. Employee files maintained at the department level shall contain only pertinent information related to the employee and the employee's performance for assessment and evaluation purposes. Under no circumstances should confidential information, other than personal information listed on Personnel Action Forms, be kept in department files.

**I. Personal Information**

- A) The Town shall request, use and retain only personal information concerning employees that is required for business or legal reasons.
- B) All information about employees in either personnel or supervisory files will be kept confidential to the extent possible and will be disclosed within the Town only for legitimate business reasons, including to supervisory personnel who are considering the employee for promotion, transfer, demotion, termination, or other personnel action.

**II. Confidentiality of Medical Information**

- A) Federal law requires that the Town maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the Town maintains a separate medical file for each employee. The Town Manager or Designee maintains these confidential medical files.
- B) Examples of information that may be provided to the Town by an employee's health care provider, and maintained in the confidential medical file, include:
  - a note to justify an absence,
  - a note to request a leave,
  - a note to verify the employee's ability to return to work,
  - medical records to support a claim for sick pay,
  - insurance records; and
  - accident/incident reporting/workers' compensation records.
- C) It is important that the employee understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to his/her supervisor, coworkers, or anyone other than the Town Manager or Designee. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an "as needed" basis to other members of management.
- D) In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from

passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

### III. Employee Inspection

- A) Any employee may inspect his/her personnel file. Employees desiring to inspect their personnel files should contact the Human Resources Department to establish a convenient time for this review. The employee may review the files and may take notes or request single copies of each page. No employee is allowed to alter or remove anything from any personnel file. An employee may request correction of inaccurate information.
- B) Routine statistical data corrections will be made as requested. Disciplinary action disagreements should be made note of at the time the action is taken and the established appeals procedure followed. Performance evaluation disagreements should be made note of at the time of the performance review. Written documentation submitted as a part of an appeals procedure shall be reviewed by the Town Manager or Designee and may become a portion of the employee's file.

### IV. Requests for Personnel Information

- A) All requests for information, written or verbal, from persons outside the Town concerning job applicants and/or current, retired, or terminated employees must be referred to the Human Resources Department. Such requests may include, but not be limited to:
- Verification of employment for loan and/or credit application.
  - Verification of employment status.
  - Salary verification or information.
  - Verification of work and/or attendance records.
  - Prior work history.
- B) Without a signed release, the Human Resources Department will release only the dates of employment, position held and verify final salary.
- C) No other department or person is authorized to release such information without the prior authorization of the Town Manager or Designee.

### V. Updating Personnel Records.

- A) In order to keep personnel records up to date, employees are required to notify their department or the Human Resources Department of a status change (changes in name, address, telephone number, marital status, etc.) within 72 hours of any such change.
- B) Employees should contact the Human Resources Department for changes in beneficiary designations, IRS W-4 Forms, health insurance coverage changes (changes must be made during open enrollment period or within 30 days of a qualifying event).

### VI. Retention of Personnel Records.

The Town has adopted the Records Retention Schedule promulgated by the Texas State Library and Archives Commission as its *minimum* retention schedule. It is the Town's policy, however, to maintain an employee's personnel records throughout his/her employment with the Town and thereafter as deemed administratively valuable in order and/or as required by applicable state and federal law. No employee records may be destroyed without the prior authorization of the Town Manager.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 3.10 PAGE NO. 1 of 2
Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS & RECORDS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: SEPARATION OF EMPLOYMENT	LAST REVISION DATE: 10-01-2011

It is the policy of the Town of Prosper to request advance written notice of an impending voluntary separation from all positions of employment within the Town organization. Minimum notice is necessary in order to expedite employee out-processing and ensure a smooth transition without adversely affecting department efficiency.

**I. The Town designates all employee separations as one of the following types:**

**A) Resignation**

An employee who intends to resign is requested to notify his/her supervisor and/or the Town Manager or Designee in writing at least 2 weeks prior to the last day of work. Employees who fail to give a two-week notice are typically not eligible for rehire. The supervisor is responsible for immediately notifying the Town Manager or Designee.

In certain situations, the Town Manager or Designee may allow an employee to resign in lieu of termination. See Section C, below for further details.

**B) Retirement**

An employee who intends to retire must notify his/her Department Director, supervisor and the Town Manager or Designee, in writing, 30 days prior to the date of retirement. This 30-day requirement is necessary to ensure that the required paperwork is timely submitted to Texas Municipal Retirement System (TMRS).

**C) Dismissal/Termination**

1) The Town may terminate an employee's employment as a result of unsatisfactory performance or conduct and/or violation of Town policies or procedures, including a new hire who fails probation. Town employees who are terminated, or who are allowed to resign in lieu of termination, due to unsatisfactory performance or conduct and/or violation of Town policies and procedures, are not eligible for rehire. For the purpose of designating the reasons for the separation, resignation in lieu of termination will be considered an involuntary termination.

2) Dismissal may also occur for the following:

(a) Job Abandonment. If an employee fails to properly notify the Town of his/her absence from work or if any employee is absent without authorization and/or notification for a period of one working day or shift, the Town will normally consider the employee to have abandoned his/her employment, and he/she will be terminated.

(b) Long-Term Absence. Any employee who is absent from work for more than 180 calendar days, for whatever reason, may be terminated, except as provided below. Brief appearances at work during an overall absence of 180 days will not prevent the Town from terminating an employee if determined to be in the Town's best interest. Likewise, any employee who reports to work (e.g., in a light-duty capacity) but is unable to perform the duties of his or her actual position after a period of 180 days will be terminated. The Town may elect to end the employee's employment before the expiration of 180 days. An employee who has a paid leave balance of accrued vacation and/or compensatory time

remaining at the end of 180 days may, at the Town's option, extend his/her leave using any available paid leave balance, or be terminated and paid for accrued leave balances.

This policy will be administered consistently with the Town's obligations under the Americans with Disabilities Act.

D) Reduction-in-Force/Reorganization

An employee may be separated from Town service when it is deemed necessary by reason of shortage of funds or work, the abolition of the position, or other material change in the duties of the organization, or for other reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

E) Death

If a Town employee dies, his/her designated beneficiary or estate will be paid all earned pay and payable benefits.

**II. Notice Requirements**

- A) Department Directors and other top executives are requested to give twenty (20) working days advance written notice of separation.
- B) Department Mid-Managers (Superintendents, Supervisors, etc.) are requested to give fifteen (15) working days advance written notice of separation.
- C) All other employees are requested to give ten (10) working days advance written notice of separation.
- D) Failure of an employee to provide the minimum notice requested means the employee will not be eligible for rehire.

**III. Out-processing**

- A) A Personnel Action Form and an Out-Processing Checklist form must be completed by the employee's supervisor and forwarded to the Human Resources Department before the final paycheck can be processed.
- B) Replacement costs of unreturned employee issued items or other monetary obligations to the Town will be assessed upon termination.

**IV. Exit Interview**

An exit interview is available upon request by the exiting employee. The purpose of the exit interview is to finalize all compensation due, return Town equipment, provide explanation of any continuing benefits, review employment history, discuss the reason(s) for the separation, and solicit constructive feedback to improve the Town. Exit interviews are conducted confidentially by the Town Manager or Designee. Information discussed during the exit interview may be shared with the Town Manager and acted upon as deemed appropriate by the Town. The Department Director (or designee) is responsible for promptly notifying the Town Manager or Designee of all separations, arranging for the exit interview and providing documentation of receipt of all department and/or Town property from the exiting employee.



## EXIT INTERVIEW

*Town of Prosper Personnel Policies and Procedures Manual, Reference No. 3.10F-1*

Please provide the following information upon your separation from the Town of Prosper. The information provided will be shared with the Town Manager and acted upon as deemed appropriate by the Town.

1. Employee Name \_\_\_\_\_ 2. Date \_\_\_\_\_

3. Department \_\_\_\_\_ 4. Division \_\_\_\_\_

5. Position Held \_\_\_\_\_

6. Who was your immediate supervisor? \_\_\_\_\_

7. Why are you leaving employment with the Town of Prosper?

\_\_\_\_\_  
\_\_\_\_\_

8. Were you dissatisfied with your work environment? Yes  No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Were you satisfied with the medical benefits plan? Yes  No

If no, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Were you provided with training prior to or on your first day of work? Yes  No

If no, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Were you provided with Standard Operating Procedures for your department? Yes  No

12. What do you believe the Town could do to improve the work environment for employees?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

