

Personnel Policy Changes - 2016

2.19 PERSONAL COMMUNICATION DEVICES Personal Communication Devices (i.e. IPADS, E readers, Kindles, smart phones, cell phones, laptops, etc. that are not the property of the City of Boerne) may be used during an employee's break or lunch period. ~~Use of such devices~~ **It is understood that occasionally personal use is necessary, however use should never interfere with the employee's responsibilities or duties of his/her position.**

3.02 USE OF TOOLS, EQUIPMENT, PROPERTY, AND VEHICLES.

3.02.05 USE OF CELL PHONE WHILE OPERATING A VEHICLE. All City of Boerne employees are expected to follow state law prohibiting the operation of a cell phone while driving without the use of hands free device, with the exception of reporting an emergency, such as a crime, traffic accident, medical emergency or a serious traffic hazard, or if you are an authorized emergency personnel acting in an official capacity.

7.08 OVERTIME AND LEAVE TAKEN. If an employee is required to work extra hours during a work period (or workweek) in which he or she has used ~~sick leave~~, vacation leave, or any other type of paid leave time (including holiday time off, **exclusive of sick leave**), the employee will be paid for the extra hours at one and one-half times the employee's regular rate of pay. All authorized, paid leave time hours taken **with the exception of paid sick leave** will count as "hours worked" under the Fair Labor standards Act (FLSA). **This provision will take effect the first pay period following October 1, 2016.**

7.09.04 TIME APPROVAL. All employees are required to review and approve their time submitted for payroll. Supervisors are responsible to ensure that all employees have approved their time.

9.12 FAMILY AND MEDICAL LEAVE

9.12.09 Holidays. Employees on FMLA leave (~~paid or~~ unpaid) will not be eligible to receive holiday pay.