

Effective Date: 7/01/2020

Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: EQUAL EMPLOYMENT OPPORTUNITY
REFERENCE: 2.1.1

I. PURPOSE

The purpose of this policy is to state the position of the City of Lewisville with regard to equal employment opportunity enforcement and practices in accordance with all applicable federal and state laws.

II. POLICY

It is the policy of the City of Lewisville to afford equal opportunity in employment to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability status, national origin, genetics, veteran's status or any other protected classification under Federal or state law. Therefore, the City is committed to the following principles of Equal Employment Opportunity law which are designed to achieve a diversified work force:

- A. To recruit, hire and promote all job classifications without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability status, national origin, genetics, veteran's status or any other protected classification under Federal or state law.
- B. To base decisions of employment so as to further the principles of equal employment opportunity and work force diversity.
- C. To ensure that in-house advancement decisions are made in accordance with the principles of equal employment opportunity by imposing only valid requirements for in-house advancement opportunities.
- D. To ensure that all personnel actions, including but not limited to compensation, benefits, transfers, layoffs, return from layoff, training, will be administered without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability status, national origin, genetics, veteran's status or any other protected classification under Federal or state law.
- E. To ensure that all facilities of the City of Lewisville are available to employees on a non-discriminatory basis; and that all social and recreation programs sponsored for employees be open to participation without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability status, national origin, genetics, veteran's status or any other protected classification under Federal or state law.

III. PROCEDURE

- A. The City Manager shall ensure that the City's EEO policies are implemented in an efficient and expedient manner.
- B. The Human Resources Director shall have primary responsibility for implementing, monitoring and evaluating EEO, as necessary.

IV. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

Effective Date: 8-1-17
Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: ETHICS HOTLINE
REFERENCE: 2.1.2

I. SCOPE

This directive applies to all City of Lewisville employees.

II. PURPOSE

The City of Lewisville is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and the City's support of open communication, this directive provides an avenue for employees to raise concerns and reassurance while protecting employees from retaliation, reprisals or victimization for whistleblowing in good faith.

III. DIRECTIVE

1. This directive is intended to cover serious concerns that could have a significant impact on the City of Lewisville, such as actions that:
 - May lead to incorrect financial reporting;
 - Are unlawful;
 - Are not in line with City policy; or
 - Otherwise amount to serious improper conduct.
2. Regular business matters that do not require anonymity should be directed to the employee's supervisor and are not addressed by this directive in accordance with Administrative Directive 2.12.7 Employee Complaint/Appeal.
3. Unlawful Harassment complaints must be reported to the Human Resources Director or other City of Lewisville management employee in accordance with Administrative Directive 2.2.1.

IV. SAFEGUARDS

A. Retaliation, Reprisals or Victimization

Retaliation, reprisals or victimization of individuals submitting hotline reports will not be tolerated and will result in discipline up to and including termination.

B. Confidentiality

Every effort will be made to protect the reporter's identity by our hotline vendor. However, the information provided in a hotline report may be the basis of an internal and/or external investigation by the City into the issue being reported, and it is possible that as a result of the information provided in a report the reporter's identity may become known during our investigation.

C. Anonymous Allegations

The hotline allows employees to remain anonymous at their option. Concerns will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

IV. PROCEDURE

A. Reporting

1. The hotline is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct should be reported in either of the following ways:

- Telephone: (800)840-0003
- E-mail: reports@lighthouse-services.com (must include company name with report)

2. Reporters to the hotline will have the ability to remain anonymous if they choose. Reports are submitted by the hotline vendor to the City of Lewisville designee, and may or may not be investigated at the sole discretion of the City.

3. In keeping with best practices and effective risk mitigation strategies, the City has designated the following recipients for hotline reports:

a. Suspected Fraud, Compliance or Ethical Reports –

City Manager
City Attorney
Finance Director
Internal Auditor

b. Human Resources Reports –

City Manager
Human Resources Director
Internal Auditor

4. Employment-related concerns should be reported through a supervisor or the Human Resources Department.

B. Evidence

Employees submitting reports need to demonstrate in their hotline report that there are sufficient grounds for concern.

V. HOW THE REPORT WILL BE HANDLED

The action taken will depend on the nature of the concern.

A. Initial Inquiries

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed upon action without the need for an investigation.

B. Feedback to Reporter

The individual submitting a report may be given the opportunity to receive follow-up on his concern through the hotline vendor.

C. Further Information

The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter through the hotline vendor.

D. Outcome of an Investigation

At the discretion of the City and subject to legal and other constraints, the employee reporting the issue may be entitled to receive information about the outcome of an investigation.

VII. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this directive in the future.

Effective Date: 7/20/2016

Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: UNLAWFUL HARASSMENT
REFERENCE: 2.2.1

I. DIRECTIVE

- A. Unlawful harassment, including sexual harassment, in the work place by any person in any form will be prohibited.
- B. Unlawful harassment is a form of misconduct that undermines the integrity of the employment relationship. Harassment can be verbal or physical contact that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, disability, gender identity or sexual orientation. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or harassing conduct, either verbal, written, visual, or physical.
- C. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964; thus, it is illegal for any employee to sexually harass another by:
 - 1. Making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or written conduct of a sexual nature a condition of an employee's continued employment;
 - 2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
 - 3. Creating an intimidating, hostile, or offensive working environment.
 - 4. Given the nature of this type of discrimination, false accusations of sexual harassment can have serious effects on innocent women and men. All employees should act responsibly in making such accusations.
- D. Any employee who believes or has knowledge that unlawful harassment may be occurring is required to report the conduct to the Human Resources Director, his supervisor or any other City of Lewisville management employee.

II. DEFINITIONS

- A. City Manager - For purpose of this directive, shall mean City Manager, Acting City Manager, or his designated representative.
- B. Human Resources Director - For purpose of this directive, shall mean Human Resources Director or his designated representative.
- C. Director - For purpose of this directive, shall mean Head of Department or his designated representative.
- D. Business Day - Due to variation in work, schedules is defined as Monday -Friday, 8:00 a.m. - 5:00 p.m.; official City holidays do not count towards the number of days allowed.
- E. He - Shall mean he or she
- F. Unlawful Workplace Harassment – Unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, disability, gender identity or sexual orientation that creates a hostile work environment or circumstances involving quid pro quo.
- G. Hostile Work Environment – An environment, as defined by the Equal Employment Opportunity Commission, that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.
- H. Quid Pro Quo Harassment – Consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- I. Retaliation – Adverse treatment which occurs because of opposition to unlawful workplace harassment.

III. COMPLAINT PROCEDURE

- A. Any employee who believes he has been subject to unlawful harassment of any kind may file a complaint with the Human Resources Director. If the employee complains to supervisory personnel, the supervisor shall immediately contact and inform the Human Resources Department of the nature of the complaint. The Supervisor and Department Director should take immediate action to ensure the alleged harassment is not allowed to continue. The Department Director shall

consult with the Human Resources Director to determine the proper actions to take prior to the preliminary investigation being completed.

- B. The individual alleging unlawful harassment will be requested by the Supervisor or Human Resources Director to complete an Unlawful Harassment Complaint Form (Attachment A) specifically outlining the nature of the complaint. If the complainant refuses to complete and sign the form, the matter will be investigated in as competent a manner as possible to determine the validity of the complaint. All complaints will be investigated whether made verbally or in writing.
- C. The alleged harasser and the Department Director will be promptly summoned to the Human Resources Department, given a copy of the completed complaint form (if available), and informed of the seriousness of the allegation(s) by the Human Resources Director. The alleged harasser will then have three business days to respond to the allegation in writing. If the situation warrants it, the alleged harasser may be placed on administrative leave, with or without pay, pending a complete investigation as per the City's Discipline Directive, 2.9.1.
- D. The Human Resources Director shall conduct a thorough investigation in a timely manner. Interviews will be held with other employees if they were witnesses to or had knowledge of the alleged behavior or incident.
- E. The Human Resources Director shall inform the City Manager of the fact a complaint has been filed. The Human Resources Director shall discuss the findings of the investigation with the City Manager and City Attorney and recommend final action. No action shall be taken against the employee without Department Director and City Manager approval. If the Department Director is the alleged harasser, then only the City Manager's approval is necessary.
- F. The complainant will be advised of the results of the investigation and what action has been taken. The employee shall also be encouraged to take advantage of the counseling services offered through the City's Employee Assistance Program.

IV. DISCIPLINARY ACTION

- A. The disciplinary action taken with respect to each violation of this policy will be determined in conjunction with the seriousness of the particular offense.
- B. In the event that a thorough investigation of an alleged incident of unlawful harassment reveals that an employee has not engaged in any actions or conduct constituting unlawful harassment, the Human Resources Director will inform the complaining employee, the alleged harasser, and his Department Director that there exists no grounds or basis to substantiate the alleged harassment.
- C. In the event that a thorough investigation of an alleged incident of unlawful harassment reveals that an employee has engaged in actions or conduct constituting

unlawful harassment, disciplinary action will be taken up to and including termination. The Human Resources Director will advise the complaining employee of what action has been taken. The Human Resources Director shall advise the Department Director and the City Manager as to what level of discipline should be taken. Action shall then be taken by the Department Director with approval of City Manager or by the City Manager if the alleged harasser is the Department Director.

V. GENERAL PROVISIONS

A. It is important for employees to realize that sexual harassment takes many forms. Examples of sexual harassment include but are not limited to the following:

1. Verbal

- unwelcome comments about appearance
- sexual jokes
- sexually explicit, derogatory, or otherwise offensive language
- humor and jokes about sex or gender-specific traits
- unwelcome and repeated flirtations, propositions, or advances

2. Non-Verbal

- suggestive or insulting sounds
- leering
- whistling
- obscene gestures
- display in the workplace of sexually-suggestive objects or pictures that use gender-based stereotypes in a derogatory manner.

3. Physical

- touching
- pinching
- "brushing" the body
- coerced sexual intercourse

4. Written

- suggestive notes

B. Unlawful harassing conduct includes the following:

1. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, gender identity or sexual orientation (including jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, disability, gender identity or sexual orientation.)
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender,

national origin, age, disability, gender identity or sexual orientation and that is displayed on walls, bulletin boards or other locations or circulated in the workplace.

- C. Each supervisor shall take steps to maintain his work place free from unlawful harassment. This duty includes discussing this policy with employees and assuring them that they are not required to endure insulting, degrading, or exploitative harassment.
- D. There shall be no action made against an employee for making a report of unlawful harassment unless the report is proven to have been made with malicious intent.
- E. The Human Resources Director will document all matters related to complaints of alleged unlawful harassment, including interviews, contents of statements made in meetings, and all other actions attendant to the allegation. Such documentation will be maintained for all charges, substantiated or unsubstantiated, for an indefinite period of time. If the Human Resources Director or a Council Appointee is the alleged harasser, then the complaint is handled by the next level in the chain of command.

VI. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this directive in the future.

UNLAWFUL HARASSMENT COMPLAINT FORM

Name: _____ Job Title: _____

Department: _____

Name of Immediate Supervisor: _____

Statement of Complaint (Be specific. You should carefully read Administrative Directive 2.2.1, Unlawful Harassment, before completing this section.)

Date of Incident: _____

Name (s) of Person (s) Accused of Harassment: _____

Name (s) of Witness (es): _____

Description of Incident (Describe action of all person (s) involved, including yourself; attach addition sheets if needed.)

Remedy Requested: _____

Employee Signature: _____

Date: _____ Time: _____ AM / PM

Complaint Submitted to (Name): _____

Title: _____

Human Resources Director Signature: _____

Date Received: _____

Effective Date: 08/16/10

Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: BASE PAY/PAY ADJUSTMENTS
REFERENCE: 2.7.2
POLICY: 2.0 – SECTION III

I. DIRECTIVE

- A. The City of Lewisville shall evaluate and classify each budgeted position according to job duties. Each job classification will be assigned to a pay grade on a pay plan. An employee's base rate of pay will be determined by his job classification and the pay grade to which it has been assigned.
- B. The actual structure of the pay plan and the assignment of each job classification to a pay grade will be based on the City's philosophy to balance internal pay equity with external competitiveness in the job market. Job classifications and their corresponding pay may be changed at any time with the approval of the City Manager. The structure of the City's pay plan overall will be reviewed at least annually and revised as needed to reflect changing market conditions and compensation objectives.
- C. Pay for employees appointed by the City Council, including the City Manager, City Secretary, Municipal Judges and the City Attorney, shall be established on an individual basis by agreement between the employee and the hiring authority. All employment contracts not initiated by the City Council shall be in writing and approved by the City Manager.

II. PROCEDURES

A. Starting Pay

The starting rate of pay offered to an applicant as a prospective employee shall be determined according to the following guidelines:

- 1. An applicant meeting the minimum qualifications for a job classification shall be offered at least the minimum rate of pay for the classification's pay grade, but not more than the maximum of the starting pay grade, if applicable, posted by the Human Resources Department.

The Human Resources Director may post a starting pay range for a position with a maximum salary equal to 1.10 times the minimum rate of pay for that classification's pay grade. Whenever a range for starting pay is posted, the Human Resources Department shall also post the full salary range for the position as indicated by the City's current pay plan so that an applicant will understand the earning potential of the position.

2. The starting rate of pay offered to an applicant may exceed the minimum of the pay grade or the maximum of the applicable starting pay range by not more than five percent or one step with the prior written approval of the Human Resources Director if:
 - a. No other bona-fide applicant meeting the minimum qualifications and hiring preferences of the position is willing to accept the job at a lesser rate of pay; or
 - b. The applicant meets all minimum qualifications and hiring preferences of the position AND possesses additional job-related experience, education, and/or certification for which the City would be willing to pay an extra amount.

A hiring manager may offer an applicant starting pay which exceeds five percent (5%) above the minimum of the pay grade or the maximum of the applicable hiring range, if the manager justifies the pay rate in writing to the City Manager and obtains his prior written approval to offer the higher pay.

3. **Special Rule for Police Officers and Fire Fighters**

Starting pay for an entry-level Police Officer or Fire Fighter, including a current City employee promoting, demoting, or transferring from another job within the organization, shall be the recruit step or step one for the pay grade to which the position is assigned.

B. Pay Adjustments

There are six (6) situations in which an employee's regular base pay may be adjusted.

1. Performance or Merit Pay Increase

Performance or merit pay increases are based on an employee's job performance and are implemented according to Administrative Directive 2.7.4 governing Performance Evaluations.

2. Promotion

A promotion occurs when an employee has applied for and accepted a position assigned to a higher job classification and pay grade on the City's pay plan. A higher job classification is one which has a higher minimum pay rate than the one from which the employee is promoted.

When being promoted, an employee should receive at least a 5% increase in base pay or at least the minimum pay rate for the higher job classification, whichever is greater. Any compensation in excess of the minimum pay rate or the 5% increase, whichever is applicable, must be approved by the City Manager.

3. Temporary Assignment Pay or Acting-Duty Pay shall be paid as follows:

a. Fire and Police Personnel (Certified) "Acting Duty Pay"

In accordance with Section 141.033 of the Texas Local Government Code--

A member of the Fire or Police Department required to perform **ALL** the duties of a higher rank or classification shall be paid at the step one pay prescribed for that classification, as Acting Duty Pay, for the time that employee performs those duties.

Time spent by Fire or Police personnel performing the duties of a higher classification shall be calculated in increments of quarter hours.

Acting Duty pay for periods of temporary assignment less than or equal to 80 consecutive work hours or two consecutive work weeks shall be indicated on the affected employee's time sheet.

Acting Duty pay for periods of temporary assignment exceeding 80 consecutive work hours or two consecutive work weeks shall be effected by the submission of an Employee Action Notice (EAN) to the Human Resources Department.

In the event that this policy conflicts with federal law or the Local Government Code, then the federal or state law would prevail.

b. Nonexempt Employees (Excluding Police or Fire) "Temporary Assignment Pay"

When a nonexempt employee is assigned by his supervisor to perform **ALL** the duties of a higher paid classification on a

temporary basis for a period in excess of 80 consecutive hours, the employee will be paid the minimum of the higher pay classification, but not less than 5% more than his current rate of pay, for the duration of the assignment.

c. Exempt Employees (Excluding Police or Fire)

Additional compensation, if any, for an exempt employee temporarily assigned to perform ALL the duties of a higher classification shall be determined by the City Manager.

4. Reclassification

A reclassification occurs when an employee's current job duties are reviewed, evaluated, and found to be substantially different than those of other jobs similarly classified; it is determined that the employee's position should be called by another job title and/or assigned to another pay grade.

An employee's job may be upwardly, downwardly, or laterally reclassified on the pay plan.

Reclassification does not affect an employee's Annual Performance Evaluation date.

Requests for reclassification reviews must be submitted to the Human Resources Department in accordance with Administrative Directive 2.7.3.

a. Upward Reclassification

An employee is upwardly reclassified if it is determined that the position should be reassigned to a higher pay grade on the pay plan.

In this case, the employee's base rate of pay should be adjusted to reflect at least the minimum rate of pay for the higher job classification, but not less than 5% more than the current rate of pay.

b. Downward Reclassification

An employee is downwardly reclassified if it is determined that his position should be reassigned to a lower pay grade on the pay plan.

The employee's base rate of pay should remain the same, unless his current rate of pay exceeds the maximum for the lower pay grade. In that case, the employee's base rate of pay should be reduced to the maximum of the pay grade.

c. Lateral Reclassification

An employee is laterally reclassified if it is determined that the current job description and/or job title is not reflective of current job duties and should be changed, but the position should remain at the same pay grade.

In this case the employee's base rate of pay should remain the same.

5. Demotion

An employee may be demoted to a lower job classification and pay grade either voluntarily or involuntarily, in accordance with Administrative Directive 2.9.1. Different guidelines apply to voluntary and involuntary demotions.

a. Voluntary Demotion

A voluntary demotion occurs when an employee has applied for and accepted a position at a lower job classification and pay grade.

In this case, the employee's pay is to be determined by the hiring manager and approved by the Human Resources Director. The hiring manager may--

- i. Offer the employee the minimum pay rate posted for the position or some rate of pay within the posted hiring range; or
- ii. Offer the employee his current rate of pay or the maximum pay rate for the lower classification, whichever is less; or
- iii. Offer the employee a position in the pay grade he occupied prior to the promotion that would be equivalent in pay to the position he would currently occupy if he had remained in that position, received the usual pay increases by obtaining a "Meets Standards" performance rating and received any other administrative pay adjustments applied to that pay grade since the employee promoted out of that pay grade.

In no case should an employee taking a voluntary demotion be paid more than the maximum of the pay grade for the lower classification.

b. Involuntary Demotion

An involuntary demotion occurs when an administrative decision has been made by the City Manager's office to reassign an employee to a lower job classification and pay grade. Such reassignment may or may not result in a reduction in pay. Compensation for an employee involuntarily demoted will be determined on a case-by-case basis by the City Manager, depending on the circumstances of the demotion.

C. Lateral Transfer

A lateral transfer occurs when an employee has applied for and accepted a position assigned to the same pay grade as his current position. A lateral transfer does not affect an employee's pay or Annual Performance Evaluation Date.

III. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this directive at any time.

Effective Date: 08/16/10
Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: DISCIPLINE
REFERENCE: 2.9.1

I. SCOPE

- A. The City of Lewisville believes that each employee wants to provide quality public services by meeting high standards of job performance and conduct and by following established directives, procedures, regulations and practices. For this reason, all employees are to be treated as responsible adults in the employment relationship. This requires employees to be responsible for the consequences of their decisions and behavior. It also requires supervisors to be responsible for making employees aware of job requirements and expectations and for making every effort to define and modify behavior to improve the employee's job performance and conduct.
- B. The primary purpose of disciplinary action is to correct or prevent the recurrence of employee performance or conduct which is detrimental to quality job performance or the interest of the public, the employee, the City, or other employees. The City's discipline policies emphasize the employee's responsibility for the consequences of his own behavior, with a focus on communicating expectations for changes in behavior and needed improvement.
- C. The use of the word "he" shall mean he or she.
- D. **THE CITY OF LEWISVILLE IS AN AT-WILL EMPLOYER AND NOTHING CONTAINED IN THESE DIRECTIVES AND PROCEDURES SHALL BE CONSTRUED TO CREATE A CONTRACTUAL EMPLOYMENT RELATIONSHIP OR PROPERTY INTEREST. NO SUPERVISOR HAS ANY AUTHORITY TO MODIFY THE AT-WILL STATUS OF EMPLOYMENT. ANY SUCH MODIFICATION MUST BE IN WRITING AND SIGNED BY THE CITY MANAGER. THESE DIRECTIVES AND PROCEDURES APPLY TO ALL CITY EMPLOYEES, EXCEPT COUNCIL APPOINTEES AND CONTRACTORS, UNLESS OTHERWISE SPECIFICALLY STATED.**

II. DIRECTIVE

Employees may be disciplined at the discretion of the City and the directives and procedures

listed herein are only guidelines for supervisory actions. As such, they are not intended to be inclusive of every possible situation. Discretionary judgment must be exercised in the application of these guidelines. However, substandard or unsatisfactory employee performance or behavior is never acceptable and supervisors must always initiate and communicate corrective or preventative action. The degree and type of action depends on the circumstances and the importance of the employee's infraction or failure to perform satisfactorily.

- A. Disciplinary action shall not be taken on the basis of race, color, sex/gender, religion, national origin, age, or disability.
- B. Nothing in these directives and procedures is intended to imply that the disciplinary steps or action contained herein must be followed in any particular order. Some violations or performance failures are so serious that immediate discharge is appropriate, especially when the behavior cannot be risked or tolerated.
- C. Supervisors shall attempt to ensure that the decision that disciplinary action is warranted and the decision as to the degree of disciplinary action are not arbitrary, capricious, discriminatory or based on favoritism. To this end, the employee should be allowed to present any information or explanation which might affect or mitigate the need for or the degree of disciplinary action. However, the employee must realize that he must satisfy the supervisor that performance standards are being met or that the degree of disciplinary action should be mitigated, rather than vice versa.
- D. The process for deciding whether disciplinary action is warranted and for deciding upon the degree of action to be taken when it is warranted is an administrative process, which requires the supervisor to exercise some discretionary judgment. The supervisor shall gather facts and information which relate to the situation from all available sources. Supervisors shall make decisions regarding the initiation of and degree of disciplinary action based on available facts and information, including those brought forward by the employee.
- E. When disciplinary action is needed, the action taken shall be tailored to the specific infraction or performance failure and shall take into consideration the circumstances of the specific situation and the previous performance record and disciplinary history of the individual employee involved, based on available facts and information. The primary determinants for selecting the appropriate disciplinary action shall be the supervisor's evaluation of the seriousness of the infraction or performance failure and his evaluation of the level of discipline necessary to ensure that the employee's behavior is corrected or prevented from recurring. Discipline is to be directed at correcting the problem in a fair and equitable manner.
- F. An employee may appeal a disciplinary action, including discharge, by following the administrative procedures set forth in the Employee Complaint/Appeal Directive and Procedures 2.12.7. Until this Employee Complaint/Appeal Directive has been

followed, an employee has not exhausted his available administrative remedies. All decisions and disciplinary actions by the City Manager shall be final.

III. APPROVAL AND AUTHORIZATION

- A. The City Manager or his designees and the department directors or their designees have the authority and responsibility for determining the need for and the level of disciplinary action taken. **All discharges, demotions, and suspensions with pay shall be approved by the Department Director or his designee prior to the action being taken. The same actions must be reviewed by the Human Resources Director or his designee prior to the action being taken.** The Human Resources Director shall function only in an advisory capacity in relation to documentation, procedure, and consistency.
- B. Because of the variety of services performed by the City and the State or Federal laws which apply only to certain services, it may be necessary for departments to establish more specific codes of conduct, rules, policies, and procedures to accomplish departmental responsibilities.
- C. Any such codes of conduct, rules, policies or procedures may be more specific, but may not conflict with the policies outlined herein. The Human Resources Director shall review and approve any departmental disciplinary policies and procedures before they can be implemented.

IV. PROCEDURES

The City's response to employee misconduct should, if at all possible, be governed by the following procedures. While the City believes wholeheartedly in its policies and procedures, they are not conditions of employment. The procedures are guidelines and may be modified depending on the nature of a specific violation and the employee's work history. Moreover, the City reserves the right to modify, revoke, suspend, terminate, or change any or all of the procedures, in whole or in part, at any time with or without notice.

The following procedures should be used:

A. Coaching/Counseling

Coaching is an everyday activity performed by supervisors to teach and show employees how to perform their jobs properly. Recognizing employees for work well done is encouraged.

In addition, an employee should be advised of unsatisfactory performance by the supervisor as such performance occurs. The employee should be notified of the specific deficiencies observed and the necessary improvements needed. The focus of a counseling session should be on communicating an expectation of change and improvement. Counseling sessions should be noted in the Supervisor's Log and the

employee should initial beside the notation.

B. **DISCIPLINARY ACTIONS**

1. **Oral Reminder/Reprimand**

The supervisor should discuss with the employee the specific deficiencies observed in the employee's performance, the necessary improvement, and what further action will result if the employee fails to show satisfactory improvement.

The employee must be told that this is the first level of discipline. The supervisor should thoroughly document the conversation and maintain this documentation within the employee's department in the Supervisor's log.

2. **Written Reprimand**

This action is usually appropriate for a more serious infraction/performance failure or repetitive infractions/performance failures. A written reprimand should be signed by both the supervisor and the employee. If the employee refuses to sign the written reprimand, a witness should be brought in and asked to sign and witness that the employee received the letter. After the employee has received an original copy of the letter, a copy shall be maintained within the employee's department, and another original copy sent to the Human Resources Department to be placed in the Employee's Personnel File.

3. **Suspension Without Pay**

A department director or his designee may suspend an employee without pay when such action is deemed necessary to correct the employee's behavior or performance. All suspensions without pay must be approved by the department director or his designee before action is taken. Suspension without pay in excess of 10 working days must have City Manager approval.

A discussion should first be held with the employee and the authorized director or division manager, along with any appropriate intervening level of supervision prior to action being taken. The employee's overall work record, disciplinary history, work performance, attendance, and conduct should be reviewed. If the supervisor determines that a suspension is appropriate, the supervisor will prepare a letter which notifies the employee of the suspension.

The letter of suspension should be signed by both the employee and the supervisor. A witness should be brought in and asked to witness that the letter was received by the employee if the employee refuses to sign the letter

of suspension. A copy of the letter shall be maintained in the departmental file and another original letter placed in the employee's official personnel file maintained by the Human Resources Department.

4. **Demotion**

Disciplinary demotion should only be used as an alternative to discharge, in situations where the supervisor is convinced that the employee is able and willing to perform effectively in a less responsible position, without resentment which could result in additional future disciplinary problems. If the situation is serious enough to warrant consideration of a demotion, but the supervisor is not convinced that the employee will be able to function in a lower level position without future disciplinary problems, then discharge should be the appropriate disciplinary action.

The option to use demotion instead of discharge is the supervisor's decision, not the employee's decision. Disciplinary demotion can occur only if a position of less responsibility is available. Disciplinary demotion may be accompanied by a reduction in salary, in accordance with applicable Human Resources Policies. Since demotion is to be used only as an alternative to discharge, the procedure for discharge shall be used. When disciplinary demotion is used, the letter notifying the employee of the disciplinary action must be clear that this action is in lieu of a discharge and that any future disciplinary problems may result in discharge.

5. **Discharge**

A department director or his designee may discharge an employee for a serious offense or after an accumulation of lesser infractions which indicate that the employee is unwilling or unable to change his behavior/performance. If the supervisor believes that a discharge should occur, the employee shall be notified in writing of the action. The original copy of the letter should be given to the employee. One copy of the letter should be signed by the employee as an acknowledgement of receipt of the letter. If the employee refuses to sign the letter, a witness should be brought in and asked to sign and witness that the employee received the letter of termination. The acknowledged copy shall be placed in the employee's official personnel file in the Human Resources Department.

6. **Administrative Leave**

When an employee is indicted, charged with a crime, or suspected of a violation of a State or Federal law, or a City law, rule, or City/departmental policy or procedure which, if proven, would justify disciplinary action, but an investigation determining the exact nature and extent of the violation is pending, the employee may be placed on administrative leave with or

without pay pending the outcome of the investigation. This action may be taken when the supervisor believes that it would be in the best interest of either the City or the employee for the employee to be removed from the workplace, because of the nature of the suspected violation.

Only the City Manager shall approve administrative leave without pay in disciplinary circumstances. If the employee later appeals and the appeal results in a reversal of the disciplinary action, then the administrative leave without pay may be converted to administrative leave with pay at the City Manager's discretion.

C. **GROUND FOR DISCIPLINE AND DISCHARGE**

The City of Lewisville is an at-will employer and employees may be disciplined at the discretion of the City. Therefore, the following list of grounds for discipline and discharge are only guidelines and are not intended to be inclusive of every possible situation.

1. There are certain offenses, some of which are defined below, which shall automatically result in discharge. These include, but are not limited to, the following:
 - a. **Job Abandonment** occurs when an employee is absent from the job without authorization for three consecutive work days.
 - b. **Intentional Misuse of Property** as shown by, but not limited to, the following violations:
 - (1) Deliberate damage to or destruction of City equipment or property or private property.
 - (2) Intentionally defacing City property.
 - (3) Deliberate, unauthorized alteration, removal, or destruction of City records.
 - (4) Advocacy of or participation in unlawful trespass or seizure of City property.

In addition to appropriate disciplinary action, damage caused by intent will cause the employee to be responsible for the repair or replacement of any damaged item at the employee's own cost.

- c. Failure to report an accident involving City vehicles or equipment in accordance with Administrative Directive 2.2.3.

- d. Encouraging or engaging in **slowdowns, sit-ins, strikes**, or other concerted actions or efforts to limit or restrict other employees from working.
 - e. Discussion of alleged facts about peers or co-workers with other co-workers or the public with the knowledge that such alleged facts are false.
 - f. **Extortion**
 - g. **Dishonesty** as exemplified by, but not limited to the following violations:
 - (1) Initiating or accepting a bribe as defined under the Penal Code 36.08 C.
 - (2) Cheating, forging, or willful falsification of official City reports or records.
 - (3) False reporting of the reason for paid leave of absence.
 - (4) Any other falsifying action detrimental to the City, the public, or fellow employees.
 - (5) Cheating on examinations given to determine eligibility for hire, promotion or certification.
 - h. **Manufacture, distribution, dispensing, illegal possession, or sale of a controlled substance.** This is not applicable to employees acting within the official scope of their job.
 - g. **Failure to report arrests, indictments and convictions.** Employees are required to report to their supervisor within five days all arrests, indictments, deferred adjudications, pretrial diversions, and convictions for Class A or Class misdemeanors, all misdemeanors with a penalty range which includes confinement in jail and all felonies.
2. The following types of conduct/behavior are unacceptable and may be reason for corrective discipline, up to and including discharge. The types of conduct listed in the examples given are typical, but are not all inclusive.
- a. **Disruptive Behavior**
 - (1) Intimidation
 - (2) Unnecessary disruption of the work area.
 - (3) Use of abusive or threatening language.
 - (4) Sexual, racial, or otherwise discriminatory harassment of another person.
 - (5) Other disruption of the harmonious relations among

- employees or between employees and the public.
- (6) Initiating a fight with or physical injury to another employee or citizen.

b. **Insubordination** is exemplified by, but is not limited to, the following violations:

- (1) Willful failure or refusal to follow the specific orders or instructions of a supervisor or higher authority.
- (2) Pursuit of a denied request to a higher authority without revealing the lower level disposition, provided that:
 - (a) if the employee believes an instruction or order is improper, he should obey the instruction or order and file a complaint after carrying out the order or instruction.
 - (b) if the employee believes the instruction or order is illegal or, if followed, would result in physical injury to the employee or others, or damage to City or public property or equipment, the employee should request approval by the next higher level of supervision before performing the work, unless the danger complained about is inherent to the job. Certain jobs, such as police officer and firefighter, are inherently dangerous and this provision would only apply in situations that are beyond what a reasonable person would be expected to do in a particular position.
- (3) Repetitive arguing with supervisors over assignments or instructions.

c. **Inability to Perform Assigned Work Satisfactorily** is shown by, but not limited to, the following violations:

- (1) Repetitive failure to follow routine or verbal instructions.
- (2) Accumulation of other deficiencies indicating the employee's continuing failure to adequately perform in a productive, efficient, and competent manner.

d. **Theft**, regardless of item value, is exemplified, but is not limited to, the following violations:

- (1) Unauthorized taking of City property or the property of others.
- (2) Unauthorized taking or use of City funds or the funds of others.
- (3) Using or authorizing the use of City equipment, materials, or

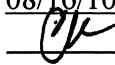
- employee services for other than official City business.
- (4) Using or authorizing the use of City equipment, materials, or employee services without proper authority.
- e. **Abuse of Drugs or Alcohol** is shown by, but is not limited to, the following violations: The manufacture, distribution, dispensing, possession, sale, purchase or consumption of alcohol while on duty or during lunch and breaks or at any time while the employee is on City worksite or City working time except in the performance of job duties.
- (1) Entering City property or reporting to work in an impaired condition because of the use or consumption of a controlled substance or alcohol.
- (2) Possessing an open container or ingesting an alcoholic beverage or illegal drug during working hours, in a City vehicle, or on City property, except at an authorized City function. This provision does not apply to off-duty use at City parks.
- (3) Definitions:
- (a) Controlled substance means any drug or controlled substance, including inhalants, the manufacture, distribution, possession, sale or consumption of which is illegal, or a prescribed or over-the-counter substance which is legally obtained but not being used for its intended purpose.
- (b) Alcoholic Beverages means alcohol, or any beverage containing more than 1/2 of 1% of alcohol by volume, which is ordinarily used for beverage purposes either alone or when diluted.
- (4) Discipline may be waived if the employee can provide written medical authorization to possess/use the substance and show that it was used in the prescribed manner.
- f. **Misconduct** includes, but is not limited to, any conviction or pleas of guilty or no contest to a criminal offense, which on becoming public knowledge, would have an adverse effect on the City or on the confidence of the public in City government or adversely affect the employee's ability to continue to perform his job with confidence of the public.
- g. **Safety Violations** are exemplified by, but are not limited to, the following violations:
- (1) Failure to follow City or departmental safety rules.
- (2) Failure to use required safety apparel or equipment.

- (3) Removal or circumvention of a safety device.
 - (4) Lifting in an unsafe manner.
 - (5) Operation of a vehicle or other equipment in an unsafe manner.
 - (6) Smoking in a prohibited area.
 - (7) Endangering of one's own safety or that of others by careless or irresponsible actions or negligence including a supervisor's instructions given to an employee in violation of safety rules.
 - (8) Failure to report an on-the-job injury, vehicle accident, or unsafe work condition.
- h. **Unsatisfactory Attendance** includes the following conduct, but may also include other types of conduct:
- (1) Unexcused absences or tardiness.
 - (2) Failure to give notice to the supervisor of such absences or tardiness within the time frame specified by the department director.
 - (3) Abuse of sick leave shown by high usage without sufficient justification, as determined by the department director.
 - (4) Absences or tardiness that causes significant disruption of service without justification.
 - (5) Excessive amounts of time off the job, regardless of the reason.
- i. **Inability to Work** occurs when an employee is absent due to an extended illness or injury, after all leaves have been exhausted, salary continuation has been exhausted, and the City can offer no alternative job assignments.
- j. **Indifference Toward Work** is shown by, but not limited to the following violations:
- (1) Inattention, inefficiency, loafing, sleeping, carelessness, or negligence on the job.
 - (2) Failure to remain at one's work station, leaving work without permission, or taking excessive time or more time than allowed for eating or rest periods.
 - (3) Performance of personal business on City time.
 - (4) Interference with the work of others.
- k. **Lack of Commitment to Public Service:**
- (1) Discourteous, irresponsible, or abusive treatment of the public.
 - (2) Repetitive failure to provide information or otherwise assist

- the public.
 - (3) Frequently making negative comments to citizens about City programs, goals, policies, etc.
- l. **Abuse of City Property** is shown by, but is not limited to, the following violations:
 - (1) Negligent damage or destruction of City equipment or property.
 - (2) Waste of materials or negligent loss of tools or materials.
 - (3) Improper maintenance of equipment.
 - (4) Damage caused by use of tools or equipment for purposes other than that for which the tool or equipment was intended.
- m. **Disregard of Public Trust** is any conduct during or off working hours, which if it becomes public knowledge, could impair the public's confidence in the operation of City government or the performance of the individual employee.
- n. **Failure to Report a Violation** is exemplified by, but not limited to, failure to report to the proper authority any known violation described in these policies and procedures.
- o. **Conflict of Interest Rules** that tend to compromise an employee's allegiance to the City. These are as set forth in Administrative Directive 2.9.7 Conflict of Interest.

V. **GENERAL PROVISIONS**

The City of Lewisville reserves the right to change, modify, amend, resolve, or rescind all or part of this directive in the future.

Effective Date: 08/16/10
Approval: 

ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES
TOPIC: EMPLOYEE COMPLAINT/APPEAL
REFERENCE: 2.12.7

I. DIRECTIVE

- A. This complaint and appeal procedure will be available to all employees, excluding employees appointed by the City Council of the City of Lewisville;
- B. All employees involved in processing a complaint or appeal will work diligently to ensure that all complaints and appeals are handled fairly and expeditiously and that all required deadlines are met;
- C. Every effort shall be made to resolve complaints and appeals at the lowest possible level in the organization;
- D. No employee shall be restrained from or retaliated against in any way as a result of using this procedure;
- E. Department Directors shall be responsible for the administration of this procedure within their respective departments and for maintaining the confidentiality of employees filing complaints and appeals.
- F. The City of Lewisville is an at-will employer and nothing contained in these Policies and Procedures shall be construed to create a contractual employment relationship or property interest.

II. DEFINITIONS

- A. City Manager - for purposes of this policy shall mean City Manager, Acting City Manager, or his designated representative.
- B. Complaint - a dispute regarding the interpretation or application of any City or department rule, regulation, policy, plan or procedure which exists under the Personnel System of the City of Lewisville or any complaint concerning a circumstance or action involving an employee's work, wages, performance evaluations, hours of work, or conditions of work which he or she feels is unjust or unfair.

- C. Appeal - a request to review a dispute regarding disciplinary action taken against the employee including discharge.
- D. Business Day - due to variations in work schedules, a business day is defined as Monday - Friday; 8:00 a.m. - 5:00 p.m.; official City holidays do not count towards number of days allowed for appeal or review.
- E. Director - Head of department or his or her designated representative.

III. COMPLAINT/APPEAL PROCEDURE STEPS

A. Step One

It is the responsibility of an employee who believes that he or she has reasons for a complaint/appeal to inform or discuss such reasons with his or her immediate supervisor within ten (10) business days of the employee's actual or constructive knowledge of the occurrence of the event causing the problem. In the event of the supervisor's absence, the employee should contact the designated supervisor in charge. Along with presenting the problems, it is recommended that the employee verbally express the suggested solution. The supervisor shall give an oral response to the employee within five (5) business days or less. Every reasonable effort shall be made to resolve the problem at this step. If the employee is not satisfied with his or her supervisor's oral response, then the employee may, within three (3) business days, file a formal complaint/appeal.

B. Step Two

Employee shall complete a written Employee Complaint/Appeal Form, available in the Human Resources Department, and submit it to his or her Department Director. The Department Director shall conduct such investigation as may be necessary prior to making a decision. The Director shall respond in writing to the employee concerning the complaint/appeal within 10 business days of the receipt of the complaint/appeal or as soon as reasonably possible thereafter.

C. Step Three

If the Department Director's response is not acceptable to the employee, the employee, within seven (7) business days, shall so indicate on the Employee Complaint/Appeal Form by requesting in writing that a review be made by the City Manager. The employee should forward the original Complaint /Appeal Form along with any documentation to the Human Resources Department. The City Manager may request a meeting with all parties involved, separately or together, and conduct such investigation as may be necessary prior to making a decision.

The City Manager shall provide a final decision to the employee within twenty business days of receipt of the form or as soon as reasonably possible thereafter.

IV. GENERAL PROVISIONS

- A. Complaints may be initiated only by the employee concerned and may not be pursued without the affected employee's consent.
- B. A Department Director hearing a formal complaint/appeal shall contact the Human Resources Department for advice and assistance. A supervisor may contact the Human Resources Department for assistance and guidance.
- C. This procedure is normally intended for the use of individual employees. Should a number of employees or the same employee file separate complaints on the same or closely related matter, those complaint/appeals may be combined.
- D. Any complaint/appeal shall be considered resolved at the completion of any step if all parties are satisfied or if the party does not appeal the matter to the next level within the prescribed period of time.
- E. It is the responsibility of all City employees involved in the complaint/appeal process to maintain confidentiality.
- F. The City Manager or the Department Director may request that an Appeal/Complaint Review Committee be selected to investigate the complaint/appeal and make recommendation to the City Manager or Director, depending on which step in the process is involved. The City Manager or Director, depending on the step, retains decision-making authority with the role of the Committee being to investigate and make recommendation based on the facts of the situation. If the Committee is appointed, Appeal/Complaint Committee Guidelines supplied by the Human Resources Department shall be followed.
- G. The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this directive at any time.



PARKS AND RECREATION DIRECTOR



OPPORTUNITY TO JOIN OUR TEAM

The City of Lewisville, Texas is conducting a national search for the position of Parks and Recreation Director. This position plays a key role in the implementation of Lewisville 2025, a vision plan adopted in 2013 that focuses on urban parks and trail connectivity as central components of the City's identity. The vision plan has nine "Big Moves" directed towards creating a new and improved Lewisville by 2025, the City's 100th birthday. Big Move #1, Green Centerpiece, focuses on promoting and taking advantage of a 2000-acre urban wilderness (LLELA) located in the heart of the city. Big Move #2, Extending the Green, focuses on connecting this central green space to the community both physically and visually.

THE LEWISVILLE COMMUNITY

The City of Lewisville has a population of 100,000 and is located in the Dallas-Fort Worth metropolitan area. Lewisville has a diversified economy and is home to a number of major employers including Sysco Foods, Mary Kay Inc., Kellogg, and Chase Bank. While the city is close to build-out, within the next several years the annexation of a planned development known as Castle Hills will take place. This annexation will bring in a total of 2,400 acres and a projected population of 30,000.

The city is financially sound with a AAA bond rating for both General Obligation and Revenue debt. The city has a high level of stability for both staff and city council members. The six-person city council functions under the council-manager form of government.

Lewisville is the gem of Southern Denton County with many amenities including Lewisville Lake, a 29,000-acre reservoir so full of fish that the city was designated as the "Urban Fishing Capital of Texas". In addition, the city has an increasingly vibrant downtown including an arts center, various entertainment venues and a strong multicultural base.

PARKS AND RECREATION DIRECTOR

The City is searching for a leader that has a proven track record of creativity and an enthusiasm for programs that establish and support an enriched quality of life for residents. The successful candidate will be an innovative leader that may come from the traditional parks and recreation management/planning background or may come from a field that focuses on customer experience or entertainment from high-performing venues. Most importantly, the successful candidate must have a proven track record for creating a culture of innovation and service excellence.

The Parks and Recreation Department has a total of 71 full-time employees and a number of full-time equivalents.

PARKS AND RECREATION SYSTEM



Both a Parks Master Plan and a Trails Master Plan were adopted in 2011. The Vision Statement adopted as part of these master plans is "Active Adventure—Creative Connections" which reflects the will of the community to have opportunities to be active and healthy as well as to be adventurous and explore the surrounding environment. These plans were precursors to the Lewisville 2025 plan but are very much in keeping with the major initiatives in the plan.



Parks: The current parks system includes 14 neighborhood parks, 5 community parks, 3 special purpose parks, 12 linear parks and open space preserves totaling 398 acres of park land, and 1 regional park. **Lewisville Lake Environmental Learning Area (LLELA)**, consists of more than 2,000 acres and serves as the regional park. This property is leased from the U.S. Army Corps of Engineers and is managed via a partnership with the City of Lewisville, University of North Texas, and Lewisville Independent School District. The four entities involved in the partnership spent many hours over the last two years creating the Green Centerpiece Master Strategy which contains 14 Guiding Principles and 75 action steps with 37 of these action steps to be completed over the next three years.

Key skills and abilities the successful candidate will possess include:

- * Proven ability to create a collaborative environment directed towards achieving the highest quality of life for both the residents of Lewisville and members of the Lewisville team.
- * Skill in analyzing data to achieve continuous improvement. The successful candidate will be able to provide examples of development and implementation of "best practices".
- * Ability to develop innovative public relations programs designed to engage residents and promote community involvement.
- * Proven record of a "customer first" mentality with a strong understanding that citizen engagement is the driving force behind public programs.
- * Strong interpersonal and communication skills necessary to work with department directors, customers, Park Board members, and volunteer groups to promote and benefit the parks and recreation system and the City of Lewisville.
- * Proven record of employee engagement with the ability to allow individuals and teams to relate their contributions to the overall 2025 Vision and "Big Moves".
- * Proven "Can Do" approach to challenges and opportunities.

The Vision for the Green Centerpiece is to be a “central feature of Lewisville’s identity, an important contributor to environmental management best practices in Texas, including research, education and restoration, and a destination for students and other visitors from Lewisville, the North Texas region and the world”.



Wayne Ferguson Plaza, a 1.5-acre urban park located in the historic Old Town District, is the newest park addition and is one of the three special purpose parks. This park includes a stage with a beautiful waterfall backdrop as well as green space for community gatherings and events.

Lewisville residents approved a quarter cent sales tax in 2002 dedicated wholly to parks and library services. Many enhancements have been made to the park system via this special purpose sales tax including two outdoor aquatic centers and the 269-acre Lone Star Toyota of Lewisville Railroad Park which includes a dog park, skate park as well as competitive football, baseball and soccer fields and ponds. This fund also allows for continual investment in the park system replacing and upgrading playgrounds and other features throughout the park system.

The city has been aggressive in seeking out creative funding mechanisms. A naming rights agreement for Railroad Park was signed with Lone Star Toyota of Lewisville that provides a \$150,000 annual payment to the city over 10 years or \$1.5 million dollars. These funds are used for park improvements. In addition, the city has been successful in obtaining grants for trail expansion in both Lake Park, one of the community parks, and as connectors to the three Denton County Transportation Authority rail stations.



Recreation Centers: In 2015 Lewisville voters approved a \$135 million general obligation bond program. Included in this program are a number of parks and recreation improvements. One of the most exciting projects is a new Multi-generational Recreation and Aquatic Center. This \$38.8 million facility, already in design, is planned to be 85,000-square feet and will include workout facilities, indoor/outdoor walking track, indoor aquatics, gymnasiums, facilities/programs for seniors, multipurpose meeting rooms and much more. The existing Memorial Park Recreation Center and Senior Center will be torn down when the new facility is completed. The new facility is targeted to open in late Fall of 2019.

The Green Centerpiece Master Strategy calls for the design and construction of a \$20 million Nature Center in LLELA. The partners are in conversation with Audubon to be the operating partner. This center is envisioned to be operational by 2025 or sooner.

Trails: There are currently 32.83 miles of trails in Lewisville. Additional bond and sales tax dollars are planned for the future to add additional miles of trail. The master plan envisions over 35 miles of trails being added in phases over the next 20 years.



THE IDEAL CANDIDATE

- * Bachelor’s Degree in Business Administration, Public Administration, Parks/Recreation Management, Urban Planning, Hospitality or equivalent.
- * Minimum of seven years of progressively responsible experience in a community focused service such as parks and recreation, planning, hospitality, or closely related field.
- * Minimum of three years of experience at the manager level where both people, budget and other resources are managed.
- * Proven record of financial management with a record of developing forward thinking programs.
- * Proven record that exemplifies a set of values focused on servant leadership, a commitment to diversity, and a compassion for people and innovation.
- * Skill in developing and utilizing performance indicators to measure the success of various classes and programs.
- * Skill in developing, programming and marketing a variety of programs and services in a competitive urban market.
- * Organizational and fiscal management skills noted for transparency and fairness.
- * Proven leadership style that is open and flexible.





COMPENSATION & BENEFITS

The salary for this position is \$120,000 to \$132,000 depending on qualifications. The City of Lewisville offers a competitive benefits package that includes:

- * Two weeks paid vacation after one year (accrual begins at six months) increasing to three weeks after five years and four weeks after ten years
- * Nine paid holidays per year
- * Fifteen sick leave days per year – maximum accrual of 200 days (up to 90 days paid out upon separation or retirement)
- * Medical, Dental, and Vision insurance including an Employee Health and Wellness Clinic
- * Employer-Paid Life insurance - four times annual salary
- * Employer-Paid Accidental Death and Dismemberment Insurance (three times annual salary) and Long Term Disability
- * Texas Municipal Retirement System (7% with a 2:1 match)
- * Deferred Compensation - 3.76% City Match in lieu of Social Security

APPLICATION PROCESS

Applications accepted January 2 - February 10, 2017
Please submit your resume with cover letter that includes current salary information to:

Matt Grebliunas, Human Resources Director
151 W. Church Street
Lewisville, Texas 75057
mgrebliunas@cityoflewisville.com

For questions, please call 972.219.3453

OUR MISSION

The mission of the City of Lewisville is to enhance the quality of life for our community and provide effective municipal service.



LEWISVILLE

Purchasing Manager

VALUE • SERVE • BUILD



The Opportunity

A rare opportunity awaits an experienced municipal purchasing professional in a high-quality community in one of the most desirable regions in the United States. Lewisville, Texas (population 106,000) seeks a Purchasing Manager to succeed its current Manager who will be retiring in September 2020 after 15 years of service. The City of Lewisville is a regular recipient of the National Procurement Institute AEP award, excellent organizational stability, and a winning culture.

About Lewisville, Texas

Lewisville is a high-quality community, located 26 miles northwest of downtown Dallas along Stemmons Freeway (Interstate 35E). Lewisville is in southeast Denton County, one of the most dynamic growth areas in the nation. The City encompasses more than 42 square miles and has a population of just over 106,000. State Highway 121 bisects the community and gives Lewisville easy access to the Dallas/Ft. Worth International airport located just ten minutes south of Lewisville.

Due to its excellent geographical position, Lewisville is easily accessible to all parts of the Metroplex, Texas, U.S., and the world. Lewisville has a diversified economy and is home to a number of major employers including Sysco Foods, Mary Kay Inc., Kellogg, and JP Morgan Chase. While the city is close to build-out, annexation of a planned development known as Castle Hills will take place in the next 18 months. This annexation will bring in a total of 2,400 acres and a projected population of 26,950.

Lewisville Lake is a Corps of Engineers reservoir that is immensely popular for water sports and outdoor recreation in the Dallas Fort-Worth area. Surrounded by 9,000 protected acres of nature, Lewisville Lake spans 29,000 acres and has 233 miles of shoreline. With an average depth of 25 feet, Lewisville Lake

is large enough to host a multitude of activities such as fishing, water sports, boating, and miles of scenic hike and bike trails.

The Lewisville 2025 plan sets a clear shared vision for the kind of community Lewisville wants to be when it turns 100 years old in 2025. Implementation of the Lewisville 2025 vision plan is an ongoing process with a single goal -- to make Lewisville a place where people choose to live, work, and visit.

City of Lewisville Government

The City of Lewisville has a Council-Manager form of government whose mission is to enhance the quality of life for its community by providing effective municipal service. Citizens elect six Council Members including the Mayor. The Mayor and Council are currently elected at large to three-year terms and are not term limited. In 2022, the elections will move from at-large to residential districts. The City Council appoints a City Manager, City Attorney, City Secretary, and Municipal Judge.

The City has a total operating budget of just over \$190 million, including a general fund budget of \$99.2 million. For FY2019-20, the City of Lewisville has 840 budgeted full-time staff positions. The city is financially sound with a AAA bond rating for both General



Obligation and Revenue Bonds. The city has a high level of stability for both staff and city council members.

In 2017, a City employee-driven initiative led to the creation of the The Lewisville Way. It defines the culture of our organization as one where we Value People, Serve Every Day, and Build Our Future.

To learn more about the City of Lewisville, visit the City's website at cityoflewisville.com.

Finance Department/Purchasing Division

The Finance Department serves to provide management, citizens, and other interested parties with accurate, complete, and responsive financial services. The Department performs purchasing, accounting, internal auditing and financial reporting functions, as well as investments, accounts payable and receivable, and utility billing operations.

The Finance Department has 20 full-time and 2 part-time employees, a lean staffing model compared to similar cities. The Purchasing Division is made up of 3 full-time employees. In addition to the Purchasing Manager, there is a Purchasing Agent and Buyer.

The Position

Reporting to the Director of Finance, the Purchasing Manager performs duties necessary to maintain the activities and operations of the Purchasing Division. Oversees the procurement of goods and materials for city departments. Creates, enforces, interprets, and modifies purchasing laws, policies and procedures and negotiates and maintains contracts for goods and services provided.

The full job description for the position can be found at: governmentjobs.com/careers/lewisville.

Challenges and Opportunities

The next Purchasing Manager is not expected to face significant challenges, but there are several sizable construction projects over the next few years that will require concentrated attention.

Listed below are the more notable projects.

- ▶ A new facilities and fleet maintenance building - \$22.0 million (2021)
- ▶ A new regional fire training facility - \$4.0 million (2021)
- ▶ Remodeling of a recreation center - \$2.2 million (2021)
- ▶ A new joint police/fire public safety facility - \$81.0 million (2024/2025)

These projects are in addition to the annual street, utility and other programs included in the Capital Improvement Plan.

The Ideal Candidate

The City of Lewisville is seeking a collaborative and resourceful Purchasing Manager to continue to provide sound purchasing practices while staying abreast of changes in the procurement field. The ideal candidate will have a number of traits and experience that will translate to greater success:

- ▶ Collaboration is a must for the organizational culture in Lewisville. The Purchasing Manager must be a facilitator and a problem solver, never an obstructionist.
- ▶ Strong problem solving and analytical skills are critical, as the Purchasing Manager is often asked to participate in the development and preparation of complex construction contracts and service agreements.



- ▶ A problem-solving attitude with elements of creativity and cooperation will be desirable traits.
- ▶ An extensive knowledge of municipal purchasing laws, policies and procedures for municipal purchasing and procurement. Knowledge of the various construction procurement methodologies and development of construction documents.
- ▶ Strong communication skills are needed in sharing information with the purchasing team, making presentations to Council and other groups as needed, providing advice and support to peers and in crafting excellent written work products.

Experience and Education

Education: Bachelor's Degree from an accredited college or university in Business Administration, or related field is required. Certified Public Procurement Officer (CPPO) designation required or ability to obtain CPPO certification within two (2) years of being hired in this position.

Experience: At least five years of progressive experience in the purchasing field required, with two years of increasingly responsible supervisory experience. Municipal purchasing experience preferred.

The Compensation

The anticipated starting salary range is \$95,000 to \$104,500, depending on qualifications. A superior benefits package is also offered, including Texas Municipal Retirement System at the 7% employee contribution level with a 2-to-1 match by the City upon retirement. Other benefits include medical, dental, vision, life, and disability insurance as well as two weeks' vacation, sick leave, and holiday pay. The City offers a significant retiree health insurance benefit, as well as matching funds for its deferred compensation plans.

Further details on compensation and benefits may be obtained through the Human Resources Department.

The Recruitment Process

Interested candidates should **apply by August 7, 2020**. All applications must be submitted electronically through the City's website at cityoflewisville.com.

The City of Lewisville will review candidate applications the week of August 10, 2020, and interviews are scheduled for the week of August 17, 2020. Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

Interested candidates are encouraged to contact the Director of Human Resources, Matt Grebliunas at 972.219.3453 with confidential inquiries and questions regarding the recruitment process.



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

LEWISVILLE POLICE

LIVE UP TO THE CHALLENGE

If you are looking for the opportunity to make a real difference in the lives of ordinary people, then consider the extraordinary and rewarding life of serving as a Lewisville Police Officer. The Lewisville Police Department seeks men and women with a passion for helping people, the courage to stand up against threats to public order and personal safety, and the commitment to say, "I will protect and serve my community." We need noble hearts, quick minds, and strong bodies to do the right thing on a daily basis. In return, you will receive a highly competitive wage and benefits package, including pension, as well as the priceless satisfaction of positively impacting the lives you touch.

The Lewisville Police Department offers a variety of opportunities for assignments, including patrol, traffic, and investigations. Special assignments are available in the following positions: School Resource Officer, Tactical Officer, Neighborhood Resource Officer, Street Crimes Officer, K-9 Officer, Narcotics Detective, and many others. Patrol officers are scheduled to work six 12-hour shifts and one 8-hour shift in a 14-day period. Whether you are working patrol or moving up the career ladder into more specialized assignments, you will find personal and professional satisfaction with us.

BENEFITS

The City of Lewisville offers a starting annual salary of 68,854, increasing to 71,584 after completion of the field training program and further increasing to 86,991 after five years of employment.

The City of Lewisville also offers a full complement of benefits, including:

- Three weeks paid vacation
- Nine paid holidays
- Fifteen sick leave days
- Medical, Dental, and Vision Insurance
- TMRS (7% with a 2:1 match)
- Deferred compensation plan with City match in lieu of social security
- Employer paid life insurance four times annual salary
- Employer paid accidental death & dismemberment insurance
- Long term disability insurance
- Certification / education pay up to \$150/month
- \$50/month bilingual pay

TESTING

All applicants must take a written examination, which takes two hours. Applicants must score a 70 or above to proceed to the physical ability test. The written exam is designed to measure an applicant's abilities related to the following content areas:

- Observation and memory
- Written communication and report writing
- Understanding written information
- Reasoning and analytical ability

The physical ability test will consist solely of a rowing test on a Concept 2 rowing machine. The City of Lewisville's minimum standard for all applicants is to complete a 2,000-meter row at the 45th percentile, or above, according to their age, weight, and gender. The machine's damper will be set to level 5 for the test. A 2,000-meter row is approximately 1.25 mile in distance and is a challenging test. The City of Lewisville has partnered with the Texas Department of Public Safety and uses the Concept 2 Rower Calculator. To find your minimum standard at the 45th percentile, use the calculator on the DPS website: www.dps.texas.gov/ETR/concept2rowercals.htm

GENERAL REQUIREMENTS

All applicants must meet the following requirements:

- Be a U.S. citizen
- Be at least 20.5 years old at the time of the written test
- Obtained a high school diploma or GED
- Must NOT have used Marijuana within the past three (3) years as an adult (18 or older)
- Must NOT have used a drug listed in a Penalty Group as defined in Section 481 of the Texas Health and Safety Code without a prescription, or prescribed to another, within the past three (3) years
- Must NOT have used other illegal drugs within the past ten (10) years as an adult (18 and older)
- Must NOT have used a drug (including illegal use of prescription drugs and anabolic steroids) as an adult (18 and older) that tends to establish a pattern.
- Must not have sold, manufactured, distributed, or cultivated illegal drugs, including marijuana as an adult (18 and older)
- No convictions, court ordered probation, or community service for a Class B Misdemeanor within the past 10 years
- No Class A Misdemeanor or Felony convictions in your lifetime
- No DWI convictions in your lifetime
- No Family Violence convictions in your lifetime
- Driving record in compliance with City of Lewisville Driving Policy
- Successfully pass a validated physical ability test
- Pass a background investigation and polygraph examination
- Pass a post-offer psychological, drug screen, and physical examination

LATERAL ENTRY PROGRAM

The following requirements MUST be met to be considered for the lateral transfer program for Police Officer:

- Certified Police Officer applicants are eligible for the lateral police officer hire program.
- Lateral applicants must have been in a position where they had the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties.
- A non-Texas certified peace officer lateral entry applicant must have one-year continuous service as a paid, full-time certified peace officer with a municipal law enforcement agency with a population over 50,000 or work for a law enforcement entity/agency that employs over 100 sworn police officers who perform comparable law enforcement duties.
- All Texas certified peace officers are eligible for lateral entry.
- Experienced officers must complete each step in the hiring process in the same manner as any other applicant.

A lateral Police Officer is eligible for a starting salary based on his or her whole years of police experience. Service time, for determining the starting salary, can include multiple agencies if breaks in service are less than thirty days and all agencies meet the required criteria.

The starting annual salary for Police Officer for lateral transfers is:

• 1 Year of Experience	\$74,422
• 2 Years of Experience	\$77,371
• 3 Years of Experience	\$80,484
• 4 Years of Experience	\$83,417
• 5 Years of Experience	\$86,991

protectlewisville.com



**SERVICE * INTEGRITY *
PROFESSIONALISM**

**ARE YOU UP TO THE
CHALLENGE?**

APPLY TODAY

Applicants must apply online at cityoflewisville.com or in person at the Human Resources Department: 151 W. Church Street, Lewisville, Texas 75057.

Lewisville is located in the heart of the D/FW Metroplex along the vital Interstate 35E and Texas 121 corridors. It's just a short drive from DFW Airport and downtown Dallas, and readily accessible to major shopping, tourism, and employment destinations.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Lewisville provides equal opportunity for all employees and applicants for employment without prejudice in regard to race, color, religion, disability, national origin, sex, or age, except where age or physical status is a bona-fide occupational qualification. The City will not refuse to hire an applicant with a disability if the applicant can perform the essential functions of the job with reasonable accommodation.

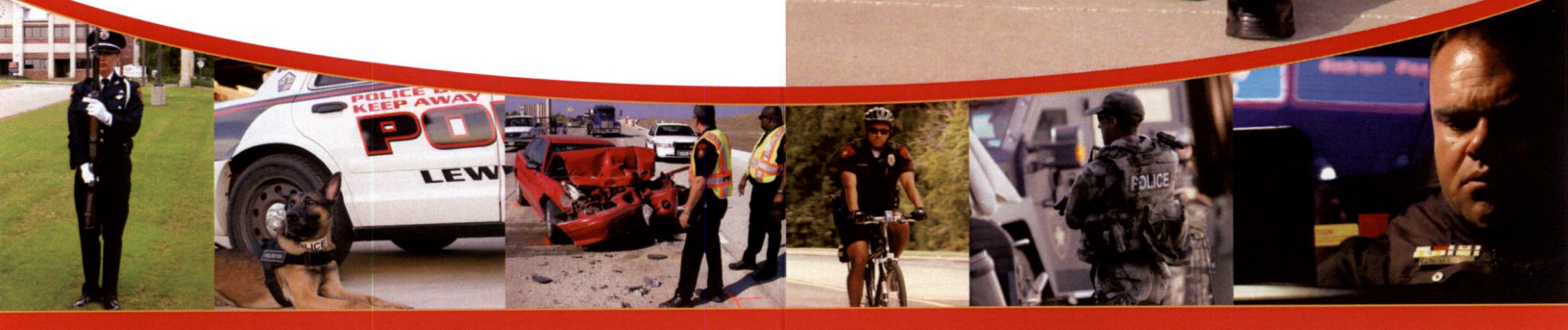
QUESTIONS?

Contact Lewisville Police Department Recruiting:
lpdrecruiting@cityoflewisville.com



LEWISVILLE

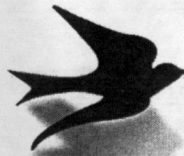
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Lewisville is a progressive, urban community located 26 miles northwest of downtown Dallas along Stemmons Freeway (Interstate 35E). Lewisville is located in southeast Denton County, one of the fastest growing counties in the state, and has a population of 104,780. The City is situated in one of the most dynamic growth areas in the nation. The City encompasses over 42 square miles, and its largest amenity—Lewisville Lake—covers 30,000 acres. Lewisville has a council manager form of government.

State Highway 121 dissects the community and gives Lewisville easy access to the Dallas/Ft. Worth International Airport, the second busiest airport in the world. DFW International is located just ten minutes south of Lewisville. Lewisville is less than four flying hours from every major market in the U.S. Due to our excellent geographical position, Lewisville is easily accessible to all parts of the Metroplex, Texas, U.S. and the world.

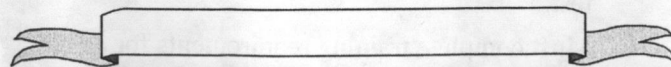
Lewisville is nestled between two beautiful lakes - the 30,000 acre Lewisville Lake and the 12,740 acre Lake Grapevine. Both lakes are major recreational lakes for Metroplex residents with each receiving six million-plus visitors annually. Lewisville Lake is also the source for its water supply.



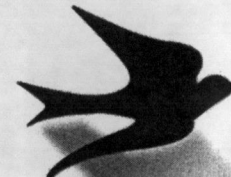
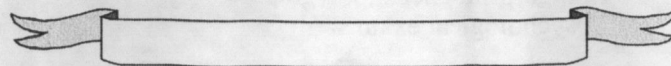
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151 W. Church Street
Lewisville, TX 75057



The City of Lewisville is an
**EQUAL OPPORTUNITY
EMPLOYER**



LEWISVILLE

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EMPLOYMENT
OPPORTUNITY

**PUBLIC SAFETY
DISPATCHER**

Welcome to Lewisville!
www.cityoflewisville.com



LEWISVILLE
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Department: Police

Annual Salary: \$41,601.00

Closing Date: Continuous

Announcement #: FY1819-01

YOU MUST APPLY

ON-LINE AT:

www.cityoflewisville.com

or stop by the Human Resources Department at:

151 W. Church Street

Lewisville, Texas 75057

If you have any questions please call:

(469)365-5252



LEWISVILLE
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PUBLIC SAFETY DISPATCHER

Position Summary

Operates radio, telephone and related communications equipment to receive and relay information; prioritizes and assigns appropriate resources for emergency and non-emergency service calls for assigned area of responsibility.

Ability to work a rotating shift: Monday through Sunday (6:30 a.m. – 3 p.m., 2:30 – 11 p. m., 10:30 p. m. – 7 a.m.) w/varied days off

Minimum Qualifications:

- Must be at least 18 years of age.
- Must have a HS Diploma or GED
- Must be a US Citizen as required by TCOLE.
- 1 year of experience in a position with high public contact requiring decision making and problem solving under stressful conditions.

Special Requirements:

- Must submit to and pass a pre-employment drug test, and audio test.
- Must submit to and pass Denco 911 CritiCall test.
- Must complete training requirements for a telecommunicator as required by TCOLE within one year from date of hiring.
- Must complete Emergency Medical Dispatcher Certification within one year from date of hiring.
- Must pass background checks including Fingerprint check, polygraph & psychological exam.



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Offering a full complement of benefits including:

- Paid vacation
- Nine Holidays
- Fifteen Sick Leave Days
- Medical, dental, and vision insurance
- Life insurance - three times annual salary
- TMRS (7% with a 2:1 match)
- Deferred Compensation with City Match in lieu of Social Security
 - Bilingual pay \$50



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