


















City of Dallas

Employee Orientation Guide

The documents below were either printed for you by your department or provided to you in a .zip file via email. Please email clarissa.gonzalez@dallascityhall.com if you need any of the documents re-sent to you.

-  1. NEO Employee Acknowledge Form
-  2.COVID-19 NEO Employee Acknowledgment Form English & Spanish
-  3. Environmental Consent Decree_NEO
-  4. ERF Pension Agreement
-  5. ERF Death_Benefit_Form
-  6. DirectDepositForm
-  6. DirectDepositFormCont
-  Additional Presentations for New Hires
-  Benefits Guide Book 2021
-  COVID Employee Health and Safety Orientation 08.03.2021 v2
-  Employee Orientation Guide 7.19.21 v2
-  ERF Tier B Member Guide
-  ERG Brochure 7.7.2021
-  Payroll Information
-  Social Media AD Tip Sheet

Orientation Checklist

DAY 1

Please sign and return documents 1-5 to CODEmployeesupport@dallascityhall.com. (The numbers below correspond to the PDF number in your New Hire files.)

1

New Employee Orientation (NEO) Acknowledgement Form

2

COVID-19 New Employee Orientation (NEO) Acknowledgement Form

3

Environmental Consent Decree

4

Employees' Retirement Fund (ERF) Pension Agreement

For more information about the City of Dallas Pension, click [here](#).

While contributions from permanent employees are required, we need each employee to fill out the pension agreement form. Not filling out the form will not exempt an employee from pension contributions.

5

Employees' Retirement Fund (ERF) Death Benefit Form

6

Direct Deposit Form and Direct Deposit Continuation Form*

New hires will need to physically go to CCO Payroll located in City Hall, L1ES to submit a direct deposit form along with a copy of a voided check or pre-printed letter from your financial institution.

**The Direct Deposit Continuation form is used if you would like to split your paycheck into two (2) different bank accounts.*

COMPLETE IN YOUR FIRST WEEK

1

Employee ID Badge

Coordinate with your supervisor.

2

Parking

Coordinate with your supervisor, and complete the Parking Decal Application, if needed. City Hall Parking information is available in this packet.

2

Health Benefits

A benefits guide is available in your new hire files. You must enroll in benefits in the first 30 days of employment. You may also find more information at this link:

<https://dallascityhall.com/departments/humanresources/benefits/Pages/enrollment.aspx>

MORE INFORMATION AVAILABLE IN THIS PACKET

- A Message from City Manager, T.C. Broadnax
- Additional New Employee forms
- Helpful Contact Information
- Public Service Loan Forgiveness (PSLF) Program
- Customer Service Standards: Dress Code
- Map of City Hall
- Department of Building Services Requests (Dallas 311)
- Calculating Leave Accrual – Personnel Rules SEC 34-10
- Records Retention
- Ethics
- Environmental Policy
- Occupational Safety & Health Policy
- Quality Management Policy
- Environmental Management Consent Decree

A Message from City Manager, T.C. Broadnax

*As a City of Dallas employee, you've been given the opportunity to transform communities and neighborhoods, guided by the core values of **Empathy, Ethics, Excellence, and Equity**.*

EMPATHY

*Being empathetic simply means being compassionate and understanding. And it means never getting too busy or losing sight of why you are here — **to provide service**.*

ETHICS

Ethical behavior has never been more important for public employees. I ask you to always remember that you are held to a higher standard. So be transparent, open, and honest and always do the right thing.

EXCELLENCE

Excellence in service delivery should always be your goal. Don't be afraid to challenge the status quo or to take on tough assignments. Above all, be professionals, be leaders, and you will always be able to have an impact.

EQUITY

Equity is when everyone has access to the opportunities necessary to satisfy their essential needs, advance their well-being, and achieve their full potential. We understand and reflect the community we serve, and we are committed to equitable service delivery. We must also hold ourselves and our partners accountable for measurable improvements and outcomes for all our citizens. You will now be a part of transforming our communities by becoming leaders that serve with empathy and equity.

Additional New Employee Forms

Form	Department Contact	Submit to	Notes	Due Date
Employment Eligibility Verification (I-9)	Human Resources 214-671-6947	HRonboarding@dallascityhall.com	Completed by Onboarding	New Employee Orientation
Public Service Loan Forgiveness Application	Human Resources 214-671-6947	Office of Federal Student Aid, U.S. Dept. of Education 800-557-7394	If you have Federal student loans, you may be eligible for loan forgiveness. Review details.	Employee Directed
Benefits Elections (Medical, Dental, Vision, FSA, Non-Sponsored Voluntary Benefits, Wellness and Retiree Benefits)	Human Resources 214-671-6947	Dallas City Hall 1500 Marilla St., 1DS	Elect benefits by phone, email, or by visiting the Benefits Office in Dallas City Hall <i>in the first 30 days of employment.</i>	Benefits Directed
Beneficiary Designation	Human Resources 214-671-6947	New Employee Orientation <i>or</i> Dallas City Hall, 1500 Marilla St., 1DS	For Standard Life Insurance only.	Employee Directed
Direct Deposit	Controller's Office: Payroll 214-671-3328	CCOPayroll@dallascityhall.com <i>or</i> Dallas City Hall, 1500 Marilla St., L1 EN-S	Submit a <i>voided</i> check or printed deposit instructions (routing and account number) from your bank's website before the last Tuesday of the pay period (1 week after NEO), or you will be issued a pay card. Handwritten routing/account numbers are not accepted.	Payroll Directed
City of Dallas ID and Access Card Request	Building Services 214-670-5665	Dallas City Hall 1500 Marilla St., L2FN	Hours: Monday - Friday, 9 a.m. – 12 p.m. 1 p.m. – 4:30 p.m.	HR <i>or</i> Department Directed
Tuition Reimbursement Form (if applicable)	Human Resources 214-671-6947	Dallas City Hall 1500 Marilla St., 6AN	Contact HRCompensation@dallascityhall.com with any questions on completing the employer verification section.	Employee Directed
Dallas Public Library Card	J. Erick Jonsson Central Library 214-670-1400	Any Dallas Public Library Location	Bring your Employee ID to sign up if you do not live in the City of Dallas.	Employee Directed
Parking Decal (if applicable)	Building Services 214-670-5665	Dallas City Hall 1500 Marilla St., L2FN	Parking decals are specific to work location.	

Helpful Contact Information

Human Resources

214-671-6947

Employee Benefits

hrbenefits@dallascityhall.com

214-671-6947, Option 1

Standard Life – Life Insurance

www.standard.com

214-670-4681

Employee Retirement Fund

www.dallaserf.com

214-670-4681

Fidelity – 401(k) & 457 Retirement Plans

www.netbenefits.com/CityofDallas OR Text PLAN to

343-898

mark.Brooks@fmr.com

469-910-2601

Police & Fire Pension

www.dpfp.org

800-638-3861

HR Training & Development

Dallas City Hall, 6AN

Althea Neilson, Training and Development Manager

althea.neilson@dallascityhall.com

cityuniversity@dallascityhall.com

Open Records/City Secretary's Office

Jeri Carter Lawson – Open Records

Manager, City Hall, 5DS

214-671-OPEN (6736)

jeri.carterlawson@dallascityhall.com

Dallas Ethics

Dallas City Hall, 6AN

dallasethics@dallascityhall.com

Information Services

Help Desk (Tech Help)

1234@dallascityhall.com

214-670-1234

Public Service Loan Forgiveness (PSLF) Program

If you are employed by a government or not-for-profit organization, you may be able to receive loan forgiveness under the **Public Service Loan Forgiveness Program**.

The PSLF Program forgives the remaining balance on your Direct Loans after you have made **120 qualifying monthly payments under a qualifying repayment plan** while working full-time for a qualifying employer. The City of Dallas is a **qualifying employer**.

It is important to begin the process of applying for loan forgiveness *as soon as possible*, as payments made prior to application may not be counted towards the 120 payments.

For you to qualify for PSLF, you must:

- work for a government agency or for certain types of nonprofit organizations;
- work full-time for that agency or organization;
- have Direct Loans (or consolidate other student loans);
- repay your loans on an income-driven repayment plan; and
- make 120 qualifying payments.

If you are eligible, complete the Borrower portion of the application and submit it to hrcompensation@dallascityhall.com.

The Human Resources Department will complete the Employer portion of the application so that you may submit the form to:

U.S. Department of Education
FedLoan Servicing
P.O. Box 69184
Harrisburg, PA 17106-9184

If you need assistance completing the form, call the U.S. Department of Education, FedLoan Servicing Department:

Domestic: 800-699-2608
International: 717-720-1985
TTY: dial 711, then enter 800-699-2908
www.myfedloan.org

If you need an additional copy of the form (with instructions):

<https://studentaid.gov/sites/default/files/public-service-application-for-forgiveness.pdf>

For more information, visit:

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Customer Service Standards: Dress Code – City of Dallas

General Guidelines

Department Directors establish dress codes for their employees consistent with the general guidelines established in the [Customer Service Standards Guide, Section 12](#).

Employees who violate these standards may be subject to disciplinary action. The Customer Service Standards Guide may be found on the City of Dallas intranet site — from the home page, search for: *Customer Service Standards*.

Employees should report to work in the appropriate clothing or uniform as established by the Department Director. The clothing or uniform should be neat, clean, and meet the standards for the category of dress outlined below:

- Clothing, accessories, and other items worn by an employee should be worn in a manner that does not draw unnecessary attention to such clothing, accessories, or items and/or distract customers, other employees, or the employee from the job at hand.
- Clothing must not contain offensive language or symbols, political statements, or advertisement other than the designer name or clothing manufacturer. Wording that identifies a City department or work group is not considered advertisement.
- Provocative or over-revealing clothing should not be worn at work.
- Overt display of tattoos containing offensive words or graphics is strictly prohibited. Management reserves the right to require employees to cover any tattoo(s) when an employee interacts with members of the public. Body piercing must be discreet.
- Employees should be neatly groomed at all times.
- Department-issued name badges must be worn during face-to-face customer interactions. Badges should be worn on the right side of attire during business hours.

Categories of Dress

Business

Business dress is required at presentation to and before the Dallas City Council, Council boards and commissions or similar town hall and/or neighborhood of formal public meetings.

- For women, appropriate business attire includes suits, dresses, dress skirts, jackets, and blouses with business or business casual shoes.
- For men, business dress includes suits or dress slacks with jacket, tie, button-down shirt, and dress shoes.

Business Casual

Appropriate for times when the City Council is in recess, during holiday periods, staff retreats or off-site meetings, or on standards workdays, as designated by the City Manager or Department Director.

- For women, business casual includes slacks, non-denim skirts, jackets, and blouses with business or business casual shoes.
- For men, business casual includes slacks, collared shirt (button-up or pullover) with jacket and/or tie optional.
- Sneakers, flip-flops, and blue jeans are not appropriate business casual attire for either men or women.

Casual Dress

Generally appropriate only at times when the work environment necessitates casual dress (e.g., field work, plant tours, work at recreation centers), during staff retreats or off-site meetings, holiday periods, office moves, or other special workdays; or when reporting to work during nonstandard work hours or special occasions designated by the City Manager or Department Director.

- For women, casual dress includes slacks, jeans, tee shirts, shorts, blouses, athletic warm-ups or other tops, casual shoes including sandals and sneakers.
- For men, casual dress includes slacks, jeans, shorts, tee shirts, athletic warm-ups, casual shoes including sandals and sneakers.
- Flip-flops and house shoes are not appropriate for either men or women.

Uniforms

Appropriate for occupations and work groups with standard-issue dress; issuance and policy determined by individual departments.

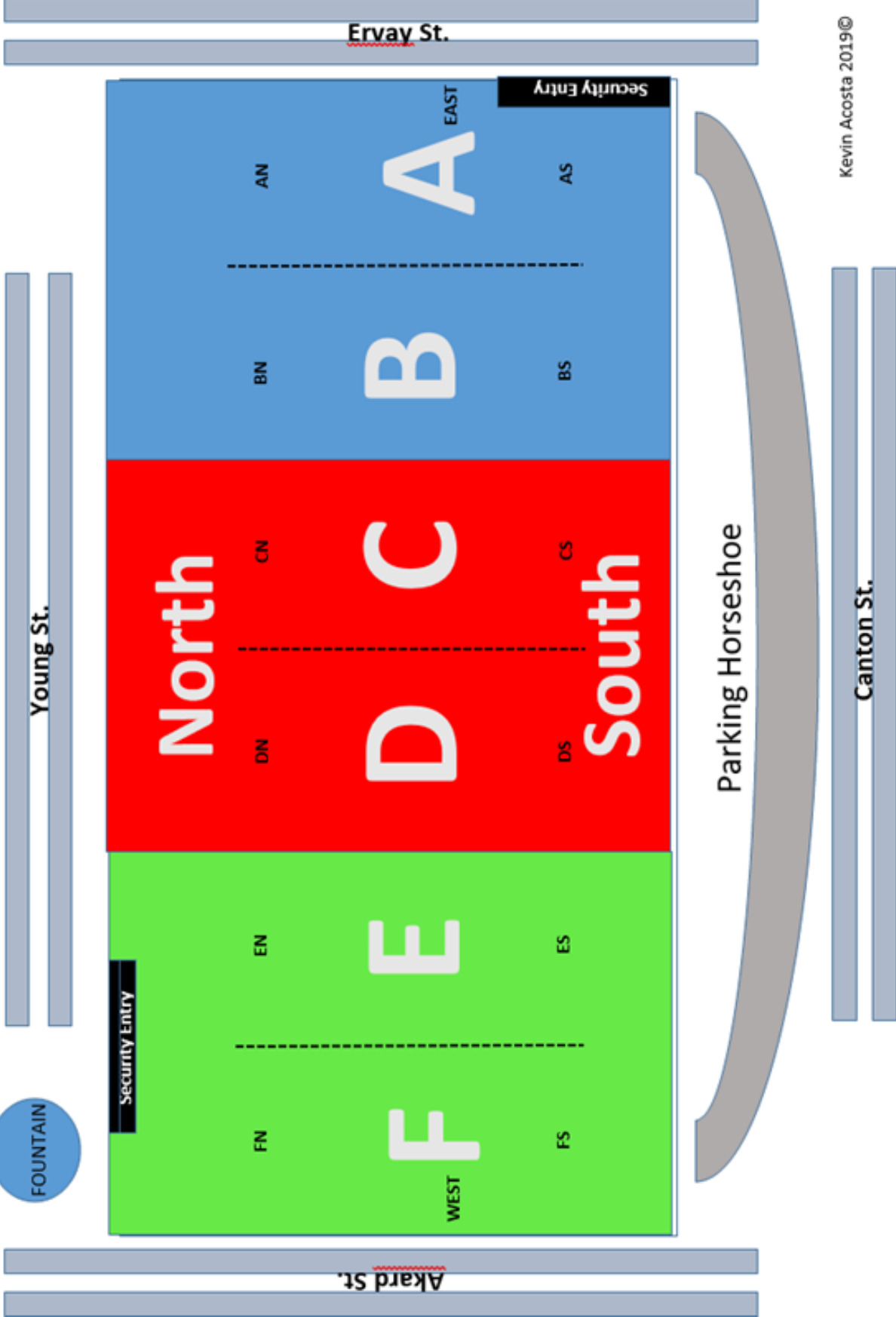
Uniforms must be worn in their entirety and be clean, neatly pressed, and have all markings and badges firmly adhered and readable by the public at the beginning of the workday or when the employee reports to work. When in contact with the public, effort must be made to have the uniform as presentable as possible (e.g., shirt buttoned, shirttail tucked in, etc.).

Map of City Hall

Map to Navigate Dallas City Hall



7 Floors + 2 Lower Level Floors [L1 – Auditorium Conference Rooms & Staff Parking]
[L2 – Staff Parking]



Kevin Acosta 2019©

New employees may park at one of the many surface parking lots adjacent to City Hall. Wherever you park, *do not leave anything exposed/visible on the seats or floorboard of your vehicle.*

The cost of parking in one of these lots is approximately **\$4 per day**.

To access permitted parking, which is limited, you must complete a parking application.

If permitted parking is not immediately available, you may apply to be added to the waiting list.

1. Email the parking application to: dallassecurity@dallascityhall.com or
2. Submit the application in person to:

Parking Services
Manager Court Services
Department City Hall,
Level L2FN.

Applications are handled on a first come, first served basis. The Building Services Department notifies employees by email to acknowledge receipt of email applications and again, once their names have come up on the waiting list.

When you apply for a City Hall parking permit, and parking becomes available, you will be granted parking permission in the following sequential order:

1. Horseshoe (behind City Hall) – \$21.84/month
2. Convention Center Parking Garage – \$27.06/month
3. Finally, when space becomes available, City Hall Parking Garage – \$27.06/month

Note: Fees are subject to change.

Once you are granted access to permitted parking, the monthly amount is deducted from your paycheck each pay period (bi-weekly).

Contact: dallassecurity@dallascityhall.com if you have questions about parking permits.

Other Parking Options — City Hall (see map on next page)

1. Park Place Parking Lots

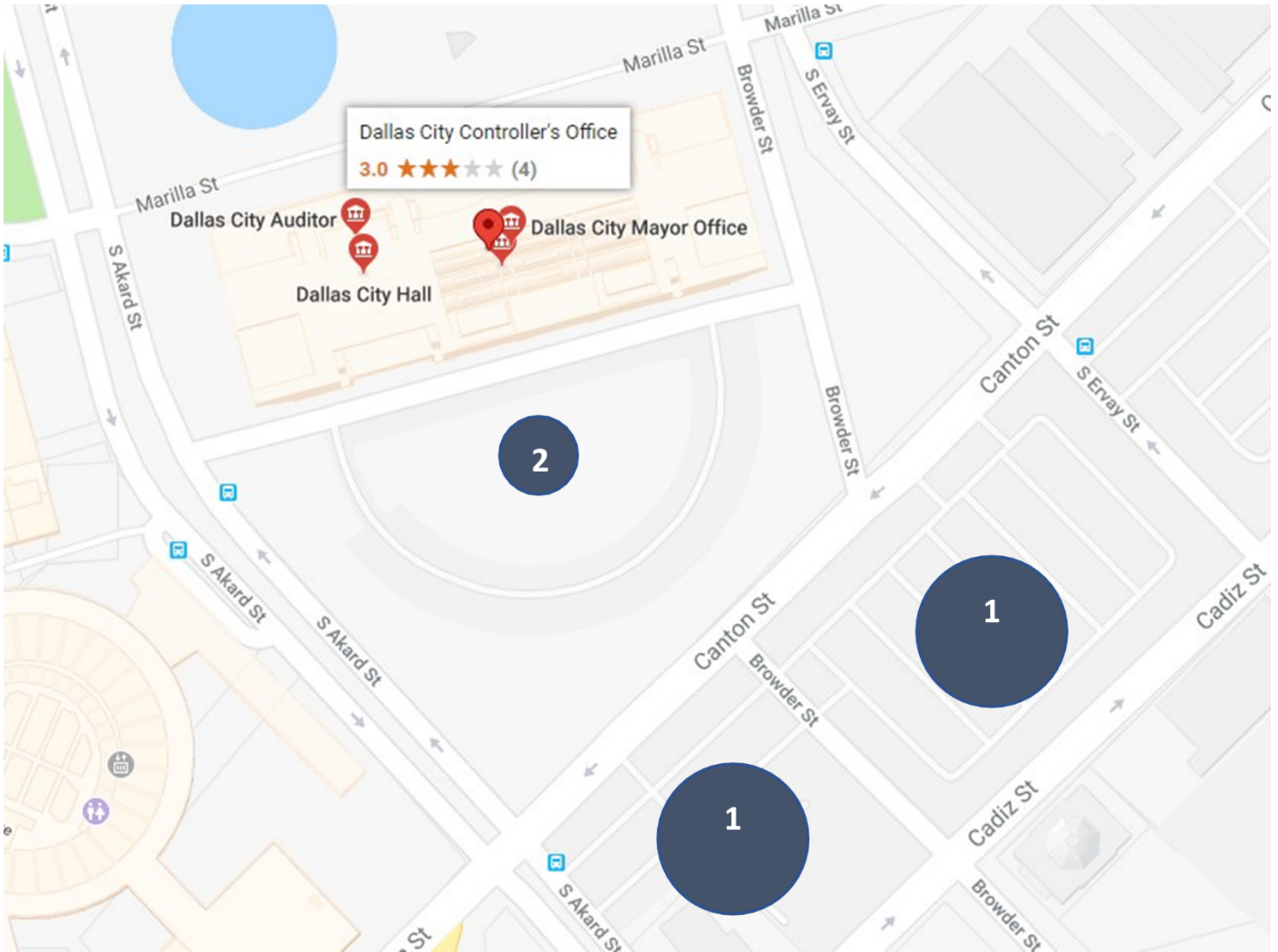
The Park Place private parking lots at 1600 Canton Street are open to the public. You can pay for parking at the machine in the lot each day, or you can order a monthly pass (at a discounted rate) at <https://www.parkplaceparking.com/dallas> and select **Lot #11** or **Lot #10** at **Canton Street**.

If you buy a monthly pass online, Park Place Parking will mail a hang tag to your address. It may take a few days to receive it. A copy of the online receipt placed on your dashboard in a visible place will validate your parking until the hang tag arrives.

For daily parking, pay the machine the full daily price each morning. The machine will not give you change.

2. City Hall Horseshoe Parking Meters

Park Place and City Hall Parking Meter Locations



Department of Building Services Requests (Dallas 311)

Occasionally, you may need to request assistance from the *Department of Building Services* for one of the 750 or so Dallas-owned or leased facilities, for some of the following services:

- Operations
- Maintenance
- Plumbing repairs
- HVAC requests
- Carpentry, electrical, roofing
- Custodial services

There are four ways to submit a Dallas 311 work order:

1. Online (preferred method)

From your internet browser:

- a. Visit <https://dallascrm.force.com/public/servicetypes>
- b. Type "City" on the *How Can We Help?* search bar and press *Enter*.
- c. Under *City Building Maintenance*, click the down arrow, then click *Request*.
- d. Follow the steps for: Service, Location, Details, Contact, and Submit. A *service request number* will be generated. Keep that number for your reference.

From the City of Dallas intranet:

- a. Visit <http://www.cod/>
- b. From the left navigation bar, click *Service Request*.
- c. Follow the steps for: Service, Location, Details, Contact, and Submit. A *service request number* will be generated. Keep that number for your reference.

NOTE: Be sure you select the appropriate type of service needed (Plumbing, HVAC, Carpentry, Electrical, Roofing, or Custodial).

2. By phone

- a. Call Building Services Work Order Group: 214-671-8071 to place your service request. This is a 24/7 response number.

3. Mobile App

- a. Download *Dallas 311* mobile app on any iPhone or Android phone.
- b. Click *Request*
- c. In the search box, type "City" and click the magnifying glass icon.
- d. Click *City Building Maintenance*.
- e. Click *Select Service*.

f. Allow the app to find your location and follow the prompts.

4. Walk-In

Visit Building Services:

Dallas City Hall
1500 Marilla Street, L2FN
(Green)Dallas, TX 75201

You will be asked to provide your department name, address or location number, contact name, email, telephone number, and nature of service needed. Maintain a copy of the service request for following up on status.

After Hours Requests (services needed between 5:00 pm and 8:00 am):

Call the *Building Services Work Order Group*: 214-671-8071 to submit your service request; non-emergency service requests will be responded to the following business day. All emergency requests will be handled by the District Manager, as appropriate. This a 24-hours-a-day, 7-days-a-week response number.

Non-Maintenance Requests:

If your request is outside the scope of regular maintenance, you must complete a non-maintenance request form (available from the Department of Building Services).

Examples of non-maintenance requests are:

- Moving furniture
 - Hanging bulletin boards
 - Painting
 - All other requests not considered routine maintenance.
 - Installing new electrical outlets
 - Office remodels
 - All key or locksmith requests (include LL or UM key numbers when ordering).
- Note: If locks need to be replaced, make sure you have notified the appropriate owner(s) as the Department of Building Services is not responsible for key control issues).

If you have other questions, contact the Building Services Department: 214-671-8071.

Calculating Leave Accrual – Personnel Rules SEC 34-10

Yrs. of Service 6 months 5+ years	Must return within: 1 year 10 years			Retirement Eligible Civilian (ERF)				Retirement Eligible Uniform			Retirement Eligibility governed by ERF and PFP plan documents			
				Age + Years of Service = 78 Age 60 +				Age 45 - 49 See PFP Chart Age 50 +						
Attendance Incentive – Administrative Directive 3-39														
Active Part Time					Active Full Time Civilian, Uniform Fire – Communications Bureau and Police					Uniform Fire Emergency Response Bureau				
Qtr. Accrual 4	4 th Qtr. Accrual 8	Total Max 24			Qtr. Accrual 8	4 th Qtr. Accrual 16	Total Max 48			Qtr. Accrual 12	4 th Qtr. Accrual 24	Total Max 72		
Compensatory – Personnel Rules Sec 34-19, 34-24														
Active FT Civilian – 80							Uniform Fire and Police (subject to quarterly comp time payout) – 480							
Holidays – Sec 34-25														
New Year's Day – Jan 1 st MLK Birthday – 3 rd Monday January President's Day – 3 rd Monday February					Independence Day – July 4 th Labor Day/CEC Day – 1 st Monday September					Thanksgiving Day – 4 th Thursday November Day after Thanksgiving – 9/11 Remembrance Christmas Day – December 25				
Forfeit Holiday – Approved Leave Without Pay on both sides of the holiday or Unapproved Leave Without Pay on either side of the holiday; excludes approved FMLA														
Military Leave – Personnel Rules Sec 34-4 (31), (32), (35)							(35) PAID LEAVE means 15 days of military leave each calendar year							
Sick – Personnel Rules Sec 34-22														
Active FT and PT Civilian and Uniformed Police Lump Sum Pay Out Max 720					Uniform Fire Communications Bureau Lump Sum Pay Out Max 720					Uniform Emergency Response Bureau Lump Sum Pay Out Max 1080				
% of Hours 5.0	Up to 80 4.0	Yr. Max 96	Total Max Hrs. Paid 1440		Pay Pd. Accrual 96	Yr. Max 1440.0	Total Max 4.0			Pay Pd. Accrual 144	Yr. Max 2160	Total Max 6		
<i>Sec. 34-22 (L) Switching Vacation to Sick must be accompanied by a medical statement. Administrative Directive 3-56, 5.5 – Requests to change sick to vacation leave will be thoroughly vetted on a case-by-case basis by HR Payroll Manager</i>														
Vacation – Personnel Rules Sec 34-23														
Yrs. of Service	Civilian Active FT & PT				Uniformed Police				Uniformed Fire Communications			Uniformed Emergency Response		
	% Hrs. Paid	Up to 80	Yr. Max	Total Max Hrs.	% Hrs. Paid	Up to 80	Yr. Max	Total Max Hrs.	Pay Pd Accrual	Yr. Max	Total Max	Pay Pd Accrual	Yr. Max	Total Max
0 – 5	6.5	5.2	104	208	7.5	6.0	120	240	6.0	120	240	9.0	180	360
5 – 9	7.5	6.0	120	240	8.5	6.8	136	272	6.8	136	272	10.2	204	408
9 – 15	9.0	7.2	144	288	9.0	7.2	144	288	7.2	144	288	10.8	216	432
15 – 19	10.0	8.0	160	320	10.0	8.0	160	320	8.0	160	320	12.0	240	480
19 thru –	11.5	9.2	184	368	11.5	9.2	184	368	9.2	184	368	13.8	276	552

Records Retention

Public's Right to Know

Federal and state laws mandate records retention:

- Federal Freedom of Information Act (1966)
- Texas Public Information Act (1989)
- The public's right to know is essential to accountability in government.
- We must always be transparent in our operations.

Did You Know?

Citizens are allowed to know:

- Who we are;
- What job we hold;
- What our qualifications are;
- How well we perform or job, and
- How much we are paid.

What Is A Record?

Records are recorded information created or received by the City of Dallas that document the work of the City.

A record is any recorded information:

- Regardless of medium or characteristics,
- Made or received by an organization,
- That is evidence of its operations, and
- That has value requiring its retention for a specified period of time.

Records document the City's:

- functions,
- policies
- decisions
- procedures and transactions.

Records Management Staff

Peter Kurilecz, CRM, CA, IGP, Records Management Officer

Archives Staff

John Slate, CA, City Archivist

Kristi Nedderman, Assistant Archivist Jose

Gonzalez

Lance Johnson

Ra'Heem Rogers

A records retention schedule identifies and describes an organization's records and the lengths of time that each type must be retained. Employees must understand how long records are to be retained.

- Destroying records too soon is illegal.
- Keeping records too long can be costly.

You must obtain authorization from the **Record Liaison Officer** before destroying records.

GR1000-25	Contracts, Leases, and Agreements	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item # GR1075-16).	4 years after the expiration or termination of the instrument according to its terms.	Retention note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.
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Employees must follow Retention Policies

Every department has a Records Liaison Officer

Every employee must know the retention requirements for the records they use or maintain

- Copies must be destroyed when the official record is destroyed
- Each employee is responsible for managing the records in their email account

Departmental retention schedules are on the web: <https://bit.ly/2Axyaod>

E-mail Retention

Some e-mail messages are:

- City records
- Not official City records
- Copies

Most e-mail messages have value for only a short time period. Delete these messages as soon as the purpose of record has been fulfilled

- E-mail messages with longer retention requirements should be filed electronically outside the e-mail system.

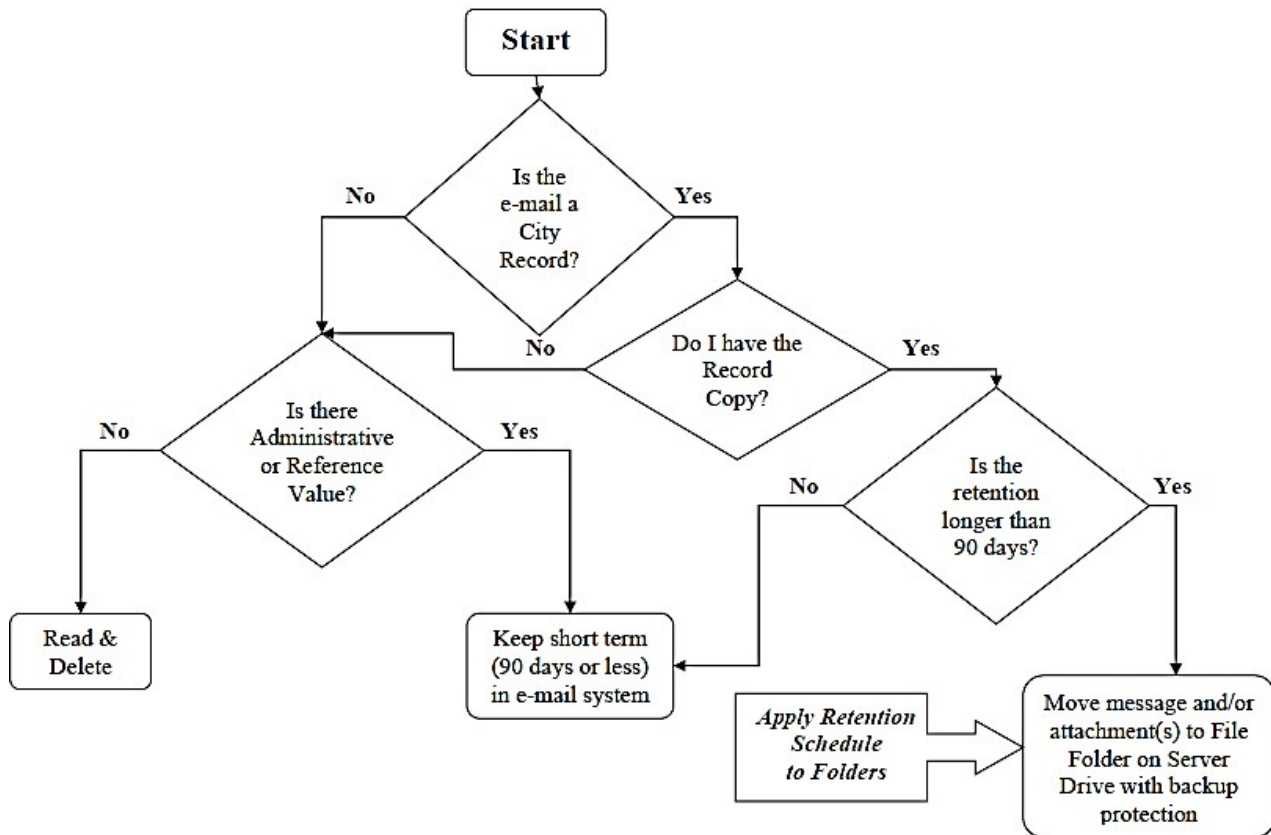
Three types of common e-mail content with a retention greater than one year to be filed outside of the e-mail system:

- Open Records/Public Info Request (1 yr.)
- Service requests/Complaints (2 yrs.)

- Policy/Procedure Development (5 yrs.)

Determining Email Retention Requirements

Determining E-Mail Retention Requirements



Records Retention Resources on the City Intranet

Records Management page has links to:

- Department Retention Schedules
- List of Departmental Records Liaison Officers
- Online Training and handouts
- Links to resources outside the City

http://www.cod/cso/records_mgt/index.html

Penalties

City of Dallas Code Chapter 39C-21 PENALTYTexas

Government Code:

Sec. 552.351. Destruction, Removal, or Alteration of Public Information

Sec. 552.352. Distribution or Misuse of Confidential Information

Sec. 552.353. Failure or Refusal of Officer for Public Information to Provide Access to or Copying of Public Information

Ethics

At the City of Dallas, we have worked hard to earn our reputation as a responsible and ethical municipality. We are proud of this reputation, and we believe that the City officials and our employees share this pride.

Should you have any questions or concerns about any aspect of the Code of Ethics, please discuss them with:

- Your supervisor or manager, or
- The Office of Ethics: DallasEthics@dallascityhall.com, or
- Human Resources Services Center at 214-671-MYH (6047)

To report a possible violation of the Code of Ethics:

- Ethics Office Hotline: 877-860-1061, or
- www.dallascityhall.ethicspoint.com

You may report potential Ethics violations anonymously or you may contact the City Secretary's Office and the complaint will be sent to the Ethics Advisory Commission.

Human Resources Information Center

214-671-MYHR (6947) — Option 1, English; Option 2, Spanish

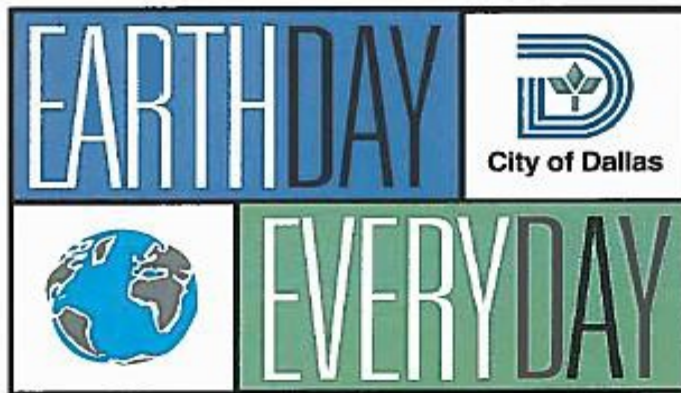
The Human Resources Department consists of trained professionals who concentrate on and specialize in various levels of employee/employer issues.

Option 1 – Benefits	<ul style="list-style-type: none">• Benefits• Wellness
Option 2 – The Work Number	<ul style="list-style-type: none">• Proof of employment for loans, leasing apartments
Option 3 – Payroll	<ul style="list-style-type: none">• Paycheck questions• Leave balances• Personal data• Tuition reimbursement• Employee verification letters
Option 4 – Workers' Comp	<ul style="list-style-type: none">• Work injuries• Safety questions
Option 6 – FMLA	<ul style="list-style-type: none">• All questions about FMLA
Option 7 – Onboarding	<ul style="list-style-type: none">• New employee onboarding• Assistance for hiring managers regarding onboarding

Option 0 – All other questions

- Basic HR inquiries
- ACM hearings, grievances, appeals

Environmental Policy



Environmental Policy

The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealings with employees, other governments, citizens, City contractors, business and others in the community for our world today as well as for future generations. Caring for the environment is one of our core values, and this is demonstrated by ensuring our activities are in harmony with the natural world around us.

This commitment is embodied by the following actions:

- ❖ Implementation of programs and procedures with an intent to meet or exceed all applicable environmental laws and regulations.
- ❖ Continual improvement of our environmental performance through proactive environmental management and self-assessments and/or third-party assessments.
- ❖ Prevention of pollution at its source through implementation of best management practices and resource conservation measures to reuse, reclaim, and recycle materials we generate.
- ❖ Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
- ❖ Employees will abide by all environmental regulations and demonstrate environmental compliance in their daily work practices.
- ❖ Educate City employees on Dallas' environmental policies and motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through City policies, regulations, training, and interactive dialogue.
- ❖ Outreach to the citizens and businesses of our community by communication of this Policy and education on the importance of environmental stewardship for clean air and water and sustainable development for the City of Dallas.

Signed _____

T.C. Broadnax
City Manager

3/21/2018
Date

Occupational Safety & Health Policy

City of Dallas

Occupational Safety and Health Policy

The City of Dallas strives to demonstrate excellence in protecting people and property, and minimizing exposure to financial loss. Every employee, contractor, and visitor or guest to our facilities will be encouraged to take personal responsibility for safety by adhering to the following principles:

- **Safety:** Maintain a safe workplace, plan our work, perform it safely and ensure accountability for the safety of ourselves, co-workers, and guests.
- **Health:** Commitment to prevention of injuries and ill health within our workplace and community.
- **Compliance:** Achieve and comply with applicable legal requirements to which the City subscribes that relate to its occupational safety and health hazards.
- **Community:** Maintain open, proactive and constructive relationships with our employees, neighbors, regulators, and other stakeholders.
- **Continual Improvement:** Make continual improvements in occupational safety and health performance.

The occupational safety and health program will undergo an annual review of the City's progress on meeting its goals and adherence to this policy and be sensitive to financial responsibility when reviewing compliance objectives.



T.C. Broadnax, City Manager



Quality Management Policy



Quality Management Policy

Approved by Dallas City Council 02/11/2009

The City of Dallas shall pursue continual improvement in our delivery of customer service with its commitment to comply with requirements by efficiently using all available resources to enhance the vitality and quality of life for all in the Dallas Community.

A handwritten signature in blue ink, appearing to read 'T.C. Broadnax', positioned above a horizontal line.

T.C. Broadnax
City Manager

Environmental Management Consent Decree

Memorandum



Date March 10, 2014

To Officials, Employees, Boards and Commissions Involved in Stormwater and Environmental Management Activities

Subject Environmental Management Consent Decree

On August 20, 2006, the United States District Court for the Northern District of Texas entered a Consent Decree approving an agreement between the City and plaintiffs in the United States Environmental Protection Agency enforcement action styled United States of America and State of Texas v. City of Dallas.

The Consent Decree includes a series of activities and requirements to be completed by the City over the course of the next several years. The activities and programs are designed to further enhance our environmental stewardship and compliance with the Clean Water Act and other statutes.

A copy of the Consent Decree has been placed on the City's intranet on the Office of Environmental Quality (OEQ) web page. I encourage each of you to read this document carefully for a full understanding of the requirements and penalties included therein. Managers are responsible for making the document available to staff without intranet access. A major requirement of the Consent Decree is implementation of an Environmental Management System (EMS). The Office of Environmental Quality (OEQ) began the lengthy process of establishing our EMS nearly ten years ago. Direct any questions on the EMS to Kevin Hurley, Senior Program Manager in OEQ. Other questions regarding the Consent Decree should be directed to Errick Thompson, Director in Equipment & Building Services (EBS), who is responsible for monitoring compliance with the Decree.

I have every confidence that each of you will play your own vital parts in demonstrating the City's commitment to compliance with the Consent Decree and more importantly our commitment to being good stewards of the environment.

Please contact Errick Thompson at 214-670-0196 if you have any questions.



Jill A. Jordan, P.E.
Assistant City Manager