Personnel Policy Amendments

MINOR AMENDMENTS:

1. Page I, Notice to Employees
   a. Updated verbiage

2. Page 3, Section 1.8 – Equal Employment Opportunity – General
   a. Expanded the types of discrimination.

3. Page 7, Section 1.9.8 – Employees Acknowledge Receipt of Policy
   a. Deleted section.
      i. This is covered in the written form during new hire orientation.

4. Page 8, Section 1.10 – Persons with Disabilities
   a. Deleted last paragraph. It is covered in subsection 1.10.3.

5. Page 9, Section 1.10.3 – Request for Accommodations
   a. Added a clarifying paragraph

6. Page 16 and 17, Section 2.4.1 – Guidelines
   a. Added language "or as soon as you are made aware" to the sentence. Currently states 72 hour notices, but sometimes notice is less than that.
   b. Added the words "with or" in relation to an employee submitting doctor's release that may have limitations.

7. Page 31, Section2.13.4 – Employee Social Media
   a. #7 added the language, "and/or unless it is a part of promotional campaign or City employee event. (i.e. Customer Service Week)

8. Page 44, Section 4.1 – Categories of Employment
   a. Removed direct deposit and an item temporary and seasonal employees were ineligible for.

9. Page 45, Section 4.2 – Introductory Period
   a. Removed the words, "if budgeted and recommended" and replaced with wording that states it must be identified on the appropriate new hire form.

10. Page 47, Section 5.1.3 – Deductions
    a. Clarified #3 by adding that TMRS is mandatory for regular full-time employees.

11. Page 51, Section 5.6 – Call-Back Pay
    a. Updated the reference section number to 6.8.

12. Page 68 – Section 7.7 – Leave Time
    a. Remove Section. It only prefaces that the leave policy is the next section.

13. Page 72, Section 8.4 – Holidays
    a. Added the Council approved holiday, Juneteeth.
    b. Updated the reference section on #1 to 6.8.
    c. Updated the number of holidays referenced in #5

MAJOR AMENDMENTS

1. Pages 15 and 16, Section 2.2 – Professional Appearance
   a. Removed language from #1, "or a City polo or shirt is acceptable."
   b. Removed language from #4a and b, "No t-shirts."
   c. Removed language from #5a, "that have a back or strap."
   d. Removed and replaced language on #5e with "in-between the toe flip flop shoes."

2. Page 46, Section 5.1.2 – Paychecks.
   a. Modifying the entire section to be reflective of the City's push to use less paper and more current.
      i. Employees would be required to go direct deposit and have their direct deposit stub go to their email.
      ii. We started this push because there were a number of outstanding uncashed checks. It was becoming cumbersome to track down payee and/or ask the payee to cash it or we reissue it.

3. Page 49, Section 5.2 – Promotions
   a. Increased the pay increase percentage from 5% to 8%.

4. Page 64, Section 6.11.5 – Compensation During Emergency
   a. Added language that spells out the City will not compensate employees to sleep during a designated emergency period.

5. Page 70, Section 8.3 – Vacation Leave
   a. Reduce the length of time an employee must be employed before being eligible for vacation.
      i. Our effort to assist in recruitment and to be more in line with other municipalities.

6. Page 108, Section 11.7.1 – Car Allowance
   a. Adding this section.
      i. Currently the City does not have a formal policy addressing car allowance.

7. Pages 134 – 135, Section 17 – Travel and Business Expenses
   a. Modified the section to provide for a simpler method of calculating per diem for out of town travel and training.
      i. Currently we use the U.S. GSA (General Services Administration) to determine with the per diem is for a city that an employee will travel to. We also utilize a percentage method to determine how of the per diem an employee will receive based on the employee arrives and departs.
      ii. The proposed policy will be based off of the GSA's per diem rate, but we will used the average for the State of Texas, and the Finance Department will release the per diem average annually, as it currently does for the IRS mileage rate.