

CITY OF BURNET

# Personnel Policies Amendments

## City Council Regular Meeting January 9, 2025

Discuss and consider action: Ordinance No. 2025-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS,  
AMENDING POLICIES 4.01 CATEGORIES, SECTION 13.00 DISCIPLINE AND  
SECTION 15.00 GRIEVANCES OF THE CITY'S PERSONNEL POLICY BY  
UPDATING AND CLARIFYING REQUIREMENTS: H. Archer



*Bluebonnet Capital of Texas*

## Policy 4.01 - Categories

- Clarifies the definitions of employee groups which includes a statement on benefit eligibility for part-time employees.
- Currently states they are eligible for only Workers Compensation and will accrue no other benefits.
- Amendment to add, “unless otherwise approved by the City Manager”
- Approval of amendment allows for benefits like the Virtual Healthcare membership to align with policy description.



## Policy 7.03 - Retirement

- Provides outline of retirement benefits, including TMRS, and positions eligible for retirement benefits.
- Currently states only “regular” employees are eligible for TMRS.
- TMRS regulations provide eligibility for positions certified by the City to regularly require more than 1000 hours of work per year. Equivalent to approximately 19 hours weekly.
- Amendment to add, “may be assigned to other part-time positions that qualify under TMRS regulations”



## Section 13.00 - Discipline

- Section covers progressive discipline steps and decision-making authority for those actions.
- Amendments allow for authority to be assigned to the City Manager's designee.
- Current policy states Department Directors and City Manager have decision-making authority for steps III-IV, anything above a written reprimand including probation, suspension, demotion and separation.
- Current policy states City Manager is also the final decision maker in appeals of those disciplinary actions, resulting in decision-making overlap.
- Amending for a designee provides a decision maker that alleviates the overlap for City Manager should an appeal take place.



## Section 15.00 - Grievances

- Section covers the appeal process for an action taken against an employee.
- Current policy states depending on the level of employee they may have to appeal to either supervisor, Department Director, or City Manager.
- Current policy states if result is not agreeable, actions can be ultimately appealed to the City Manager.
- Amending for a designee provides the alleviation of an overlap as stated for Discipline policy and provides decision-making power in the appeal process to the designee at City Manager's discretion.
- City Manager can review appeal and makes final determination.



# Questions?

## Recommendation

Staff recommends approval of Ordinance No. 2025-02 as presented.



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