



Item Brief

Meeting Date

January 14, 2025

Agenda Item

Discuss and consider action: Ordinance No. 2025-02: H. Archer

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING POLICIES 4.01 CATEGORIES, POLICY 7.03 RETIREMENT, SECTION 13.00 DISCIPLINE AND SECTION 15.00 GRIEVANCES OF THE CITY'S PERSONNEL POLICY BY UPDATING AND CLARIFYING REQUIREMENTS

Information

The City of Burnet Personnel Policies require regular review and necessary updates to be consistent with laws, regulations, industry standards and best practices.

In recent review, we have identified policies that require clarification of the requirements as described in the current policy version last amended February 2022, to include amendments to policy 4.01 Categories, policy 7.03 Retirement, and Sections 13.00 Discipline and 15.00 Grievances.

- Policy 4.01 clarifies the definition of benefit eligibility for part-time employees.
- Policy 7.03 explains the retirement benefits for the City and positions eligible.
- Section 13.00 clarifies the authority in disciplinary action determinations to allow for the City Manager's designee to be granted decision-making authority at the discretion of the City Manager.
- Section 15.00 clarifies the appeal process to allow the inclusion of the City Manager's designee into appeal determinations.

Fiscal Impact

Approval of policy 4.01 and 7.03 may have budget implications in the future should new or additional benefit options be approved for eligible part-time employees.

There is no fiscal impact corresponding to the proposed amendments in Section 13.00 and Section 15.00 of the Personnel Policies manual.

Recommendation

Staff recommends the approval and adoption of Ordinance 2025-02 as presented.