



# Agenda Report

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**Agenda of:** December 16, 2025

**Department:** Administration

**Subject:** Consider and take appropriate action to adopt a resolution to update the City of Castroville Personnel Policies and Procedures

## **Recommended Motion:**

Motion to approve the resolution adopting the revisions to the City of Castroville Personnel Policies and Procedures as discussed.

## **Background:**

The City of Castroville's Personnel Policies were last comprehensively updated in 2014. Since that time, federal and state employment laws have evolved significantly, and the City has implemented multiple administrative and operational changes that were not yet reflected in the adopted handbook.

Over the past several months, staff has conducted a full review of the Personnel Policies, comparing the adopted 2014 version with (1) updates tracked by City staff over time, (2) applicable federal and state requirements, and (3) best practices recommended by the Texas Municipal League (TML) and ADP's employee handbook guidance.

The resulting draft (v4.2) consolidates these changes and incorporates additional compliance-driven updates needed to maintain legal consistency and operational clarity. Major revisions include:

## **Updates Required by Federal or State Law**

- Expanded **Equal Employment Opportunity (EEO)** provisions to include additional protected classes now recognized under federal and Texas law.
- Expanded **Family and Medical Leave Act (FMLA)** section, including eligibility, intermittent leave, notice requirements, and restoration rights.
- Added **Whistleblower protections** consistent with Texas Government Code Chapter 554.
- Added **First Responder Leave (Police Only)** as required under Texas statute for quarantine, line-of-duty illness/injury, and mental health support.

## **Administrative and Operational Updates**

- Consolidated all **Certification Pay** into Section 9.11—including Police, Public Works, and newly added **Parks & Recreation certification pay**—with standardized eligibility, hourly and monthly structures, and renewal requirements.
- Updated **Longevity Pay** to reflect the City’s current practice of \$100 per year of service, up to 20 years (\$2,000 cap).
- Updated **Overtime** provisions to clarify that holiday hours count toward overtime for hourly employees (excluding police).
- Removed **Compensatory Time** provisions due to ADP system limitations.
- Corrected and clarified **Vacation Leave** accrual steps.
- Updated the City’s official **Holiday Schedule**.
- Added updated **Inclement Weather/Emergency Operations** provisions.
- Removed Council Appeal Process for grievances.

Staff has prepared a redlined version of the Personnel Policies to show all changes and an executive summary to highlight revisions made since 2014. These documents accompany this agenda item.

### **STAFF RECOMMENDATION**

Staff recommends adoption of the proposed policy. However, council may delay taking action for a subsequent meeting in order to allow ample time to review the proposed changes.

### **Fiscal Impact:**

Minimal. The primary pay-related items (longevity, certification pay, police holiday pay) are already part of existing budgeted practices. No new unbudgeted expenditures are anticipated.

☒ **Budgeted**   ☐ **Requires Budget Amendment**

**Source of Funding:**

**Urgency (0-5 = Low Urgency to High Urgency): 2**

**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: R. Scott Dixon**

**Attachments:** Draft Personnel Policies and Procedures, Resolution for Adoption