



Agenda Report

Agenda of: October 14, 2025

Department: Administration

Subject: Discussion and possible action to adopt revisions to the City of Castroville Personnel Policies

Recommended Motion: I move to adopt the personnel policy revisions as presented.

Background: The City's Personnel Policies were last comprehensively updated in 2014. Since that time, a number of changes in federal and state law, as well as City Council and administrative practices, necessitated revisions. The attached proposed draft Personnel Policies incorporates all required legal updates, Council-directed policy changes, and administrative clarifications. These changes have been reviewed against the Texas Municipal League Employment Law Handbook and ADP best practices to ensure compliance and consistency.

Major Revisions Include:

- Expanded Equal Employment Opportunity protections per federal and Texas law.
- Expanded Family and Medical Leave Act (FMLA) and added Pregnant Workers Fairness Act (PWFA) accommodations.
- Addition of whistleblower protections (Texas Government Code Ch. 554).
- Clarified overtime rules (holiday hours count, sick/vacation do not; police excluded).
- Adjusted police holiday pay from 8 to 12 hours per holiday.
- Added longevity pay and certification pay policies.
- Removed any language allowing appeals to the mayor and city council.
- Removed compensatory time section due to ADP system limitations.
- Corrected vacation accrual schedule.
- Updated holiday schedule, removed holiday leave credit.
- Added inclement weather/emergency response provisions (including double-time Emergency Response Pay).
- Added communicable disease/COVID-19 protocols based on CDC/DSHS guidance.
- Updated job titles in Scope section.

Fiscal Impact: Minimal. Longevity pay, certification pay, police holiday pay, and emergency response pay policies are already in practice and accounted for in the adopted budget. No new costs are anticipated.

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

Source of Funding: Account Code: N/A

Attachments: Executive Summary, Draft Personnel Policy

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

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

Submitted by: