

City of Dripping Springs Personnel Manual Update 2025

Change Chart

Location of Change	Summary of Change
Section 3 Hiring	Included Human Resources Director role and changed director titles
Section 4 - Compensation	Changed director titles.
Section 4 - Employee Referral Incentive Program	Elaborated on eligibility and provided instructions for incentive referrals.
Section 5 – Benefits: Vacation	Included notifying the supervisor of vacation requests and informing the Human Resources Director.
Section 5 - Benefits: Parental Leave	Included reference to the Family and Medical Leave Act.
Section 5 – Benefits: FMLA	Updated responsibility to the Human Resources Director.
Section 6 – Workplace Conduct	Included Development Services location.
Section 6 – Accidents and Safety	Included informing the Human Resources Director of accidents and incidents and reminder to follow workers compensation procedures.
Section 6 - Pets	Included a new policy prohibiting pets in city office facilities.
Section 6 – Performance Evaluation	Included providing performance evaluation to the Human Resources Director
Section 6 - In-City Training	Included FEMA safety training as required training for all staff. Changed harassment and ethics training as a requirement and open government and fraud as applicable training.
Section 8 – Social Media	Included brochures and guides and marketing material and elaborated on compliance.
Section 9 – Surplus	Changed director titles.
Section 11 – Discrimination	Included additional protected classes and added supervisor responsibility to implement policy.
Section 11 – Discrimination	Added Human Resources Director responsibility.
Section 12 – Disciplinary Measures	Changed director titles.