



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Chase Winburn, Human Resources Director

Council Meeting Date: 5 August, 2025

Agenda Item Wording: **Discuss and consider approval of a Resolution of the City of Dripping Springs revising the Personnel Manual, including updating the Telecommuting Policy and approving a Technology Acceptable Use Policy.** *Sponsor: Mayor Bill Foulds, Jr.*

Agenda Item Requestor: Mayor Bill Foulds, Jr.

Summary/Background: This item seeks City Council approval of a Resolution adopting two updated Personnel Policies to enhance clarity, strengthen telework guidelines, and modernize technology use standards. The updates include a more robust and thorough Telework Policy reflecting current remote work practices, and an improved Technology Acceptable Use Policy to ensure the effective and secure use of City technology resources.

**Commission
Recommendations:**

**Recommended
Council Actions:** Recommended approval

Attachments: Personnel Manual with drafted revisions. Personnel Manual Resolution

Next Steps/Schedule: Send to City Secretary for execution