

**CITY OF EVERMAN, TEXAS
RESOLUTION NO. 2024-05-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS,
APPROVING AN AMENDMENT TO THE CITY'S PERSONNEL MANUAL AT SECTION
3.13(c) REGARDING MINIMUM TRAINING REQUIREMENTS; AND PROVIDING
AN EFFECTIVE**

WHEREAS, the City has established and has put into effect a City Personnel Manual dated February, 2022 governing employment with the City of Everman; and

WHEREAS, pursuant to section 1.05 of that Personnel Manual, the Personnel Manual may be amended from time to time by action of the city Council; and

WHEREAS, City staff has recommended that section 3.13(c) should be amended to allow for Sexual Harassment in the Workplace (TMLIRP) and Diversity in the Workplace to be completed upon appointment of a position and once every two years; and

WHEREAS, the City Council of the City of Everman finds it to be in the best interest of the City and of service to the general welfare to approve the recommended amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS THAT:

SECTION 1. The City of Everman Personnel Manual, dated February, 2022 is hereby amended at section 3.13(c) thereof to read in its entirety as follows:

“Article III. CONDITIONS OF EMPLOYEMENT.

Sec. 3.13. Minimum Training Requirements

...

(c) Required Training. In addition to job specific training (see job descriptions for specific training requirements), all employees, staff and volunteers within the City must complete *TMLIRP Cyber Security Training* immediately upon appointment of their position and must retake the course annually. Additionally, all employees, staff and volunteers with the City must complete *Sexual Harassment in the Workplace (TMLIRP)* and *Diversity in the Workplace (TMLIRP)* immediately upon appointment of their position and must retake each course every two years.

SECTION 2. Within seven (7) working days of adoption of this resolution, the Human Resources Director is directed to disseminate the amended policy, section 3.13(c) set forth herein, to all City employees by one or more of the following means: (1) prominent posting in all City departments, (2) email transmission, (3) distribution by department heads to all department employee, and/or (4) such other means as will apprise employees of the amendment.

SECTION 3. This resolution shall become effective immediately upon its approval.

PASSED AND APPROVED this the _____ day of May, 2024.

City of Everman, Texas

Ray Richardson, Mayor

Attest:

Mindi Parks, City Secretary

Approved as to Form:

Victoria Thomas, City Attorney