



CITY OF EVERMAN
212 North Race Street Everman, TX 76140
STAFF REPORT

AGENDA TITLE: RESOLUTION NO. 2026-01-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND AUTHORIZING UPDATES TO THE CITY OF EVERMAN PERSONNEL MANUAL; DIRECTING THE DIRECTOR OF HUMAN RESOURCES TO UPDATE AND DISTRIBUTE THE PERSONNEL MANUAL NO LATER THAN JANUARY 31, 2026; AND PROVIDING FOR AN EFFECTIVE DATE.

MEETING DATE: January 13, 2026

PREPARED BY: City Manager

RECOMMENDED ACTION:

Approval

BACKGROUND

The City of Everman Personnel Manual establishes standardized employment policies and procedures applicable to City employees. To ensure the Manual remains current, legally compliant, and aligned with operational practices, City staff periodically reviews and updates individual policy sections.

Staff has completed a review of several sections of the Personnel Manual and recommends targeted updates addressing retirement participation, holiday and overtime compensation, time and attendance requirements, vehicle collision reporting, random testing procedures, and travel and training policies. These revisions are intended to clarify expectations, improve consistency in application, and reflect current administrative practices.

The proposed updates are compiled in Exhibit A – January 2026 Policy Updates.

DISCUSSION

The proposed policy updates include, but are not limited to, the following key areas:

- Retirement (Section 3.08): Updated to reflect City approval

- Overtime on Holidays (Section 4.06): Provides clearer guidance on holiday pay calculations for non-exempt employees required to work on official City holidays.
- Holidays (Section 5.01): Clarifies eligibility requirements for holiday pay.
- Time and Attendance Requirements (Section 4.13): Formalizes expectations related to timekeeping, payroll approval deadlines, and use of the City's time and attendance system.
- Vehicle Collision Reports (Section 12.09): Establishes clear reporting, notification, and investigation requirements when employees are involved in vehicle collisions while on duty or operating City vehicles.
- Random Testing (Section 11A.13): Clarifies procedures when an employee selected for testing is not present at work and identifies limited exemptions.
- Travel and Training Policy (Section 13.06): Provides a comprehensive framework governing authorization, reimbursement, per diem, lodging, transportation, documentation, and professional conduct related to City-funded travel and training.

These updates are administrative in nature and are intended to promote transparency, accountability, and consistency across departments. No changes to employee pay rates or benefits beyond existing policy frameworks are proposed.

FISCAL IMPACT

There is **no direct fiscal impact** associated with approval of this Resolution. Any travel, training, or overtime expenses will continue to be managed within approved departmental budgets and existing financial controls.