

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.

WHEREAS, the City of Everman maintains a Personnel Manual to establish uniform employment policies, procedures, and standards for City employees; and

WHEREAS, City management periodically reviews and updates the Personnel Manual to ensure compliance with applicable laws, promote operational efficiency, and reflect current City practices; and

WHEREAS, proposed revisions to certain sections of the Personnel Manual have been prepared and presented to the City Council for consideration, including updates related to retirement participation, holiday and overtime compensation, time and attendance requirements, vehicle collision reporting, random testing procedures, and travel and training policies, as more fully described in Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, the City Council finds that adoption of these policy updates is in the best interest of the City and its employees.

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

Section 1. Approval of Policy Updates

The City Council hereby approves and adopts the updates to the City of Everman Personnel Manual as set forth in **Exhibit A**, attached hereto and incorporated herein for all purposes, said updates to be effective on the effective date of this Resolution. All provisions of the City of Everman Personnel Manual not updated by Exhibit A shall remain unchanged and in full force and effect.

Section 2. Authorization and Implementation

The Director of Human Resources is hereby authorized and directed to:

1. Incorporate the approved policy updates into the official City of Everman Personnel Manual; and
2. Distribute the updated Personnel Manual to all City employees no later than **January 31, 2026**.

Section 3. Administrative Authority

The Director of Human Resources is further authorized to make non-substantive formatting, numbering, and clerical corrections as necessary to implement this Resolution, provided such changes do not alter the intent or substance of the policies approved herein.

Section 4. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on the ____ day of _____, 2026.

CITY OF EVERMAN, TEXAS

By: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney

4902-4833-6774, v. 1