



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch's Personnel Policies

DATE: April 17, 2025

DEPARTMENT: Administration

PRESENTED BY: Jim Williams, MBA, ICMA-CM, Assistant City Manager

INTRODUCTION/BACKGROUND:

The City last updated its personnel policies in 2006. Staff recently initiated a review of the City's Personnel Policies Manual and identified priority sections for updates. This resolution, if adopted, will amend Chapters 2 and 8. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

Chapter 2 Employee Responsibilities

- Updates the title to be Employee Code of Conduct, which reflects the general theme of the updated policy
- Updates professional appearance standards. Clearly spells out appearance standards and streamline language to be more succinct. Adds a sub-section that gives guidance to Human Resources when addressing religious and cultural accommodations and how overall dress and appearance conflicts will be addressed
- Remove Timeliness and Attendance section – this was moved to Chapter 6 Work Schedules
- Updates employee records disclosure language to be more succinct and consistent with Texas Public Information Act
- Adds conflict of interest and ethics section to include conflict disclosure requirements and a conflict determination process
- Updates language in the Political Activities section
- Updates the public relations section to provide more guidance on media outreach, initial media response, and how the City will handle media requests for access to facilities and restricted areas
- Deletes references to use of telephones – this was included in the recent Chapter 11 Use of City Resources adoption
- Updates recording of conversations section language

Chapter 8 Leave Time

- Adds a general policy statement about the City's overall intent for leave benefits
- Adds definitions for different leave types and leave terms used in the updated policy

- Updates language for leave approval process, transfers managing and approvals to supervisors
- Updates vacation leave to depict current accrual rates, and current use and administration practices
- Updates sick leave to depict current accrual rates and current use and administration practices
- Establishes rates of charging vacation and sick leave to ¼ hour increments
- Adds a subsection to address patterns of sick leave abuse
- Adds a comprehensive Family and Medical Leave Act (FMLA) section
 - Summarizes the minimum FMLA compliance standards adopted by the City and serves as a FMLA guide for supervisors
 - Retains the City's current FMLA eligibility period of a rolling 12-month period and minimum protected leave requirement by law: 12 weeks.
 - Outlines how the City will pay benefits during a period of paid or unpaid FMLA
- Clarifies the leave of absence policy to include rules for eligibility, how employees request a leave of absence, and the maximum allowable time an employee can be on extended leave of absence (90 days)
- Updates the Military Leave section to be compliant with the Uniformed Services Employment and Reemployment Rights Act (USERRA) as well as provides a succinct guide for supervisors. The section clarifies the rules around the maximum amount of days an employee on USERRA leave will not lose pay to 15 days per year
- Updates language to match current practice for employees tasked for jury duty and provides 1 hour of admin leave for employees to vote during federal, state and local elections
- Updates bereavement leave section with clearer language and proposes to increase the bereavement leave benefit from 3 to 5 days
- Updates job abandonment language to match current practice

Upon adoption of this resolution, Administration will promptly implement these policy changes across the organization. Additional updates to the Personnel Policies Manual will be presented to the City Council for consideration in future meetings.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Consistent with Strategic Action Plan Priority 5.1 to Evaluate and Implement Key HR Programs That Promote Organizational Design and Development

Implements Strategic Action Plan Project 5.1.2 to Evaluate and Update Employee Handbook

Complies with Chapter 5 of the Home Rule Charter for the City Manager to implement ordinances and policies adopted by the City Council.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None

LEGAL ANALYSIS:

The resolution is approved as to form by the City Attorney's office.

Policy Chapters 2 and 8 were reviewed by the City Attorney's office.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution amending the City of Fair Oaks Ranch's Personnel Policies.