



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 3, 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 6, 9 and 11. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

Chapter 6 Work Schedules and Time Reporting

- Updates the preamble policy statement to be more direct and acknowledge the City's intent to comply with the provisions of the FLSA and assign time keeping accountability to the employee's supervisory chain.
- Documents current practice and definitions of work periods and overtime rules for three distinct types of City employees.
- Clarifies standards and accountability for time reporting on time sheets.
- Cleans up compensatory time language and eligibility. Proposed policy makes only exempt classified employees eligible to earn and accrue comp time, non-exempt employees would not be eligible for comp time. For non-exempt employees working overtime hours, they would get paid for those overtime hours at the overtime rate
- Clarifies standby expectations and documents the current lump sum pay practice of \$124 per week flat fee for non-exempt employees in stand by status.
- Clarifies and documents the City's break and meal period practice. ADDS an expectation that employees on their lunch break are relieved of duties.

Chapter 9 Holidays

- Update the preamble policy statement to be more direct and acknowledge the City's practice of recognizing paid holidays.
- Updates the table of recognized holidays to match the City Council approved holidays.
- Clarifies definition of Personal Day and how Personal Days are administered.
- Clarifies pay rules for employees who work on holidays.
- Clarifies pay rules for holidays that occur in the middle of paid leave.

Chapter 11 Use of City Resources

- Updates the preamble policy statement to be more direct and acknowledge the City's general policy to steward City resources responsibly and that losses, accidents or injuries will be investigated in order to determine root causes with the goal of preventing future losses
- Establishes definitions for key terms.
- Clarifies responsible use of equipment, vehicles, and property rules.
- Moves and updates (modernizes) Appendix A from the 2006 policy manual to new section 11.04 Information Systems Acceptable Use. Provides clear guidance on acceptable use and unacceptable use standards. Documents current City-owned mobile device administration practice.
- Adds section 11.05 Prohibited Technologies. Senate Bill 1893 requires state agencies to ban certain covered applications and social media platforms. This policy is required to be adopted by local governments.
- Adds subsection 11.05 Artificial Intelligence (AI) Technologies and creates rules on the use of AI .
- Clarifies employee driver's license and personal vehicle insurance requirements.
- Clarifies rules on reporting accidents, incident or injuries.
- Modifies scope of duties for Accident Investigation Advisory Board. Removes requirements for the board to assess and recommend disciplinary action.

Upon adoption of this resolution, the 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:

1. Consistent with Strategic Action Plan Priority 5.1 Evaluate and Implement Key HR Programs That Promote Organizational Design and Development.
2. Implements Strategic Action Plan project 5.1.2 Evaluate and Update Employee Handbook.
3. 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 Sections 6, 9, and 11 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.