



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: May 15, 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 5 Employee Compensation and 16 Personnel Files and replace Chapter 7 Benefits with Chapter 7 Harassment. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

Chapter 5 Employee Compensation

- Changes the chapter title to Payroll
- Clarifies the start and stop of the City's payroll periods
- Updates time sheet submittal deadline to match current practice
- Updates pay statement disbursement policy to match current practice
- Separates and clarifies mandatory and voluntary payroll deductions
- Clarifies policy language on how certification and longevity pays are authorized by City Council and maintained by Human Resources
- Proposes to separate certification, stipend and longevity pay from the base hourly wage rate. Currently, certification and stipend pay is pro-rated based on the number of expected regular hours of employment in a year and added to an employee's base hourly pay rate. The proposal is to remove the certification and stipend pay from the hourly rate and pay a flat, pro-rated amount per pay period

Chapter 16 Personnel Files

- Updates location where employee personnel files are stored to match current practice (the files are stored in the Human Resources Department)
- Adds clarification of intent to not have two disparate or conflicting personnel files for police officers. The intent is to store in the Police Department (for licensed police officers only) the personnel related documents and files needed to be compliant with Texas Local Government Code § 143.089(g). All other personnel-related documents and files for licensed police officers will be maintained in the Human Resources Department

- Clarifies requirement to keep medical related personnel documents and files separate from other personnel files and that medical related personnel files are to be kept confidential
- Clarifies procedures regarding inspection and copying of personnel files (e.g., who can inspect and who can make copies)
- Clarifies which personnel related documents will be kept in specific personnel record types, to include document retention standards.

Chapter 7 Benefits (Remove)

- Most of the subsections in the 2006 policy have been either addressed in other sections of the policy manual (duplicates) or are no longer relevant
- The proposal is to rescind the 2006 Chapter 7 Benefits policy and replace with a Harassment Policy
- At a future City Council meeting, staff will bring a proposal to add a benefits policy section to Chapter 1 General Policies.

Chapter 7 Harassment (Add)

- Adds a general harassment policy statement
- Assigns responsibility for ensuring harassment free workplaces to supervisors
- Assigns responsibility for timely reporting of harassment to employees
- Prohibits employees from hindering a harassment investigation or retaliating against other employees for making a complaint
- Adds a comprehensive section on sexual harassment, to include specific examples of prohibited conduct
- Adds a section on other types of prohibited harassment conduct
- Adds a section that documents harassment training current practice
- Add a mandatory reporting section that includes reporting timeliness standards, reporting workflow, and how false or malicious reports will be handled
- Adds a section outlining prohibition on retaliation
- Add a section outlining responsive action standards the City will apply when handling or investigating claims of harassment.

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 5, 7 and 16 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.