



Personnel Policies Updates



Consideration:

Ch. 1 General Policies

Ch. 13 Separations

Ch. 15 Job Descriptions & Performance
Evaluations

Ch. 17 Professional Development

Ch. 18 Travel and Subsistence Reimbursement

Section 9.01 Work During Holidays

Jim Williams

Assistant City Manager

For Consideration



1. Ch. 1 General Policies
2. Ch. 13 Separations
3. Ch. 15 Job Descriptions and Performance Evaluations
4. Ch. 17 Professional Development
5. Ch. 18 Travel and Subsistence Reimbursement
6. Sec. 9.01 Work During Holidays

Ch. 13 – Separations



Reasons for change:

- General clean up
- Change name to “Separation of Employment”
- Clarifies which termination actions are voluntary or involuntary
- Clarifies procedure on how to handle payment of wages or accrued benefits to estate of deceased employee (Texas law)

Ch. 15 – Job Descriptions and Performance Evaluations



Reasons for change:

- General clean up
- Clarifies/standardizes job description contents
- ADD: to match current practice – annual performance evaluation standards

Ch. 17 – Professional Development



Reasons for change:

- General clean up
- Clarifies: wages and overtime rules for when an employee is traveling for the City
- Clarifies: reimbursement for professional memberships, subject to appropriation

Ch. 18 – Travel & Subsistence Reimbursement



Reasons for change:

- General clean up
- Clarifies: travel expenses only authorized to the extent allowable by the funding source
- Clarifies: same day vs. overnight travel expense reimbursement
- Clarifies: most economical and reasonable method of travel

Ch. 1 – General Policies



Reasons for change:

- General clean up
- Clarify procedure in creation and sign-off of supplemental or department procedures
- Removes sections now covered in other chapters of the policy
- ADD: policy terms subject to appropriation
- ADD: employee benefits subsection

Ch. 1 – General Policies



Reasons for change (continued):

- Updates Reasonable Searches and Inspection section
- Clarifies banned weapons determination

Section 9.01 – Work During Holidays



Reason for change:

- Changes non-exempt pay for work during holidays
 - From: time and half, no holiday pay
 - To: straight time and holiday pay
- Aligns closer to 2184 Patrol rule for holiday pay
 - Difference: Patrol gets holiday whether they work the holiday or not



Next Steps:

1. Publish clean version of manual (ASAP)
2. Circle back – mid to late summer – address a handful of minor changes
3. Regular maintenance and training routine



Questions