



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: June 5, 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 Chapter 1 General Policies, Chapter 13 Separations, Chapter 15 Job Descriptions and Performance Evaluations, Chapter 17 Professional Development, Chapter 18 Travel and Subsistence Reimbursement and Section 9.01 Work During Holidays. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

Chapter 1 General Policies

- Clarifies development and approval procedures for department-level policies
- Clarifies delegation to City Manager on adopting clarifying administrative directives to supplement Council approved policies
- Removes 1.05 Applicability of Personnel Policies section - redundant
- Removes 1.07 Equal Employment Opportunity, 1.08 Affirmative Action, 1.09 Persons With Disabilities – these are now covered in Chapter 3 Hiring Practices
- Removes 1.10 Sexual Harassment – this is now covered in Chapter 7 Harassment
- Adds section clarifying that terms and provisions outlined in the Personnel Policies Manual are subject to Council approval and appropriation
- Adds section describing the employee benefits package
- Adds vaping to smoking and tobacco use prohibition in City buildings and vehicles
- Clarifies what is subject to search and inspection – 2006 policy authorized scope of searches of personal effects without clear legal authority
- Clarifies how to determine if an object is a banned weapon if the object can be reasonably expected to inflict harm on another person
- Clarifies how/when policies are updated and what employees can expect in terms of timeliness of new or updated policy promulgation.

Chapter 13 Separations

- Renames Chapter to Separation of Employment
- Clarifies the differences between voluntary and involuntary terminations

- Sets notice standards for resignations: two weeks for non-exempt employees, four weeks for exempt employees
- Adds exit interview standards
- Adds standards for reference checks of former employee
- Adds procedures on how final pay for terminated employees will be handled
- Clarifies premium payment responsibilities and administration of COBRA insurance coverage

Chapter 15 Job Descriptions and Performance Evaluations

- Sets requirements for regular job description review and to have an approved job description for each employee, regardless of employment type
- Updates job description content standards
- Clarifies employee job description acknowledgement during the initial employment period
- Updates performance evaluation section to match current practice

Chapter 17 Professional Development

- Updates preamble policy statement to match current practice
- Updates overtime rules for non-exempt employees enrolled in training or conferences outside of regular duty hours to match federal Fair Labor Standards Act requirements
- Adds a “subject to appropriation” clause to the professional membership reimbursement section

Chapter 18 Travel and Subsistence Reimbursement

- Renames Chapter to Travel
- Clarifies requirement to document travel related expenses to match current practice
- Clarifies requirement that travel expenses are only reimbursable to the extent allowed by the funding source (e.g., grants, contracts, agreements, appropriation)
- Clarifies allowable expense reimbursement for same day travel
- Clarifies expense reimbursement approval procedures for overnight travel
- Adds clarifying language regarding the “most economical and reasonable method of travel” to match current practice.

Section 9.01 Work During Holidays

- Changes non-exempt employee pay for work during holidays from time and half for all hours worked to double time for hours worked to match current practice. Holiday pay is not subject to overtime calculation rules.

Upon adoption of this resolution, Administration will promptly implement these policy changes across the organization.

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 1, 13, 15, 17 and 18 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.