



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 Personnel Policies

DATE: September 4, 2025

DEPARTMENT: Administration

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

INTRODUCTION/BACKGROUND:

The City completed a comprehensive update to its personnel policies in June 2025. Since then, staff has identified areas requiring revision. This resolution, if adopted, will amend Chapter 3 Hiring Practices, Chapter 4 Types of Employment, Chapter 6 Work Schedules, Chapter 9 Holidays, Chapter 10 Health and Safety, Chapter 13 Separations, and Chapter 18 Travel. The proposed changes are summarized below and presented in **Exhibit A**, attached.

Chapter 3 Hiring Practices

- ADD Section 3.13 Eligibility for Rehire. Intent is to provide guidance to HR and hiring managers when deciding which former employees are eligible for rehire

Chapter 4 Types of Employment

- ADD to Section 4.01 Categories a new category of employee: Unpaid Interns. This new category of employment would describe individuals who participate in professional development or career training programs with the City to gain practical public service experience. These would be temporary, unpaid, and non-benefited positions with limited total service hours

Chapter 6 Work Schedules

- AMEND Section 6.05 Call Back and Standby to provide clearer guidance on which after-hours response scenarios are eligible for overtime pay

Chapter 9 Holidays

- ADD to Section 9.01 General Policy Juneteenth (Federally recognized as Juneteenth National Independence Day) as a recognized City holiday. If added, the City would recognize 14 paid holidays per year

Chapter 10 Health and Safety

- AMEND Section 10.05 Drug and Alcohol-Free Workplace to remove "property damage" as a post-accident criteria requiring a mandatory drug and alcohol test
- "Property damage" is interpreted to be any damage, including minor wear and tear.

This literal interpretation may result in unnecessary and unwarranted post-accident drug and alcohol tests. This may cost the City thousands of dollars in testing expenses and dozens of paid administrative leave hours granted to staff while they await the results of tests. Testing costs and paid administrative leave may cost the City far more than value of the minor or trivial damage to City property

- Staff considered alternatives including:
 - Segment accidents into low-grade classes such as “trivial” or “incidental property damage.” This is not a practicable solution because the terms would be too difficult to interpret without having a measurable standard, leaving open the opportunity for mistakes or claims of unfair treatment
 - Allow staff to use discretion when assessing the degree or value of property damage. This is not a practicable solution because the terms would be too difficult to interpret without having a measurable standard, leaving open the opportunity for mistakes or claims of unfair treatment
 - Use the \$1,000 threshold that triggers the Accident Investigation Advisory Board. This is not a practicable solution because the claims adjustor’s report setting often does not come back to the City for several days, making a post-accident drug and alcohol test moot
- Staff reviewed other policies including the City of Boerne’s post-accident drug and alcohol testing policy and discovered they have no “property damage” standard. Instead, the City of Boerne relies on injuries/medical treatment and reasonable suspicion as two factors that would subject an employee to a post-accident drug and alcohol test - standards that already exist in the City’s Drug and Alcohol-Free Workplace policy

Chapter 13 Separations

- AMEND Section 13.02 Voluntary Terminations and Section 13.03 Involuntary Terminations to replace the term “introductory period” with “initial employment period”
- “Initial employment period” is the term used in other chapters for the City’s personnel policy manual to describe a new employee in their probationary period

Chapter 18 Travel

- AMEND Section 18.04 Expenditures/Reimbursements to add a provision that recovers advance per diem via a payroll deduction if the employee does not travel

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
- 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:

Patrol officers on a 2184 schedule get paid for the holiday if they work it or not (see 9.02.02). The estimated annual operating budget impact would be an increased burden of \$5,300.

LEGAL ANALYSIS:

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

Policy Sections 3.13, 4.01, 6.05, 09.01, 10.05, 13.02, 13.03, and 18.04 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.