

**RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS,  
ADOPTING AN AMENDED PERSONNEL POLICY.**

**WHEREAS**, the City of Glen Rose (City) began the process of adopting a Personnel Policies Manual (AKA Personnel Policy) on December 12, 1989, and completed the process on January 9, 1990;

**WHEREAS**, the Personnel Policies Manual was included in Chapter 7, Section 1 of the City's 1990 Code of Ordinances and in Section 9.01.001 of the City's Code of Ordinances adopted on July 10, 2017;

**WHEREAS**, Section 9.01.001 of the City's Code of Ordinances makes provisions for "amendments as may be subsequently approved by the city council";

**WHEREAS**, on January 24, 2022 the City Council adopted a revised set of Police Department Policies and Procedures requiring a one year probationary period for police department employees;

**WHEREAS**, currently the City's Personnel Policy provides for a three month probationary period for all City employees;

**WHEREAS**, to avoid confusion and to harmonize the two policies, staff recommends that the City's Personnel Policy be amended to reflect the one year probationary period included in the revised Police Department Policies and Procedures;

**WHEREAS**, federal labor law requires that employees be paid overtime when the employee works more than 40 hours during a work week;

**WHEREAS**, in the past the City Council decided to amend the City's Personnel Policy to go beyond federal labor law minimum requirements and count Holiday and PTO hours toward an employee's 40 hour threshold for overtime;

**WHEREAS**, at the time it seemed the intent of that Council was to count all non-working hours toward the 40 hour threshold; however, there were some categories of non-working hours which weren't specifically addressed by that Council's action, such as bereavement leave, inclement weather leave, and administrative leave with pay;

**WHEREAS**, to provide clarification, staff recommends that the City's Personnel Policy be amended to reflect that bereavement, inclement weather, and administrative leave with pay are included in the list of non-working hours to be credited toward an employee's 40 hour threshold for overtime pay;

**WHEREAS**, in keeping with the provision found in Section 1.05 of the Personnel Policy, on February 21, 2022 members of the City staff were provided copies of the proposed amendment to the Personnel Policy and were advised said amendment would be presented to the City Council for action at a meeting on March 8, 2022; and,

**NOW, THEREFORE, BE IT RESOLVED THAT CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS HEREBY:**

1. Amends the current Personnel Policy by revising:
  - a. the first sentence of Section 2.06 (c) to read as follows:

“All employees will be required to successfully complete a three (3) month introductory/probationary period, **except employees of the Police Department, who will be required to successfully complete a one (1) year introductory/probationary period.**”; and,
  - b. the next to the last sentence of Section 3.06(a) to read as follows:

“Holiday, **Bereavement, Inclement Weather, Administrative Leave with Pay,** and PTO time does qualify as time credited.”
2. Adopts Exhibit “A”, The City of Glen Rose Personnel Policy,” as amended above, as the official policy of the City with regard to personnel administration.

**PASSED AND APPROVED** this 8<sup>th</sup> day of March, 2022.

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**Julia Douglas, Mayor**

**ATTEST:**

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**Rosario Sosol-Lihaut, Deputy City Secretary**