



STAFF REPORT

MEETING DATE: January 6, 2025

MEETING TYPE: City Council Meeting

SUBMITTED BY: Karen Steward

AGENDA CAPTION: Discuss and consider Resolution R2025-01-1230 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 3, TITLED "LEAVE" BY AMENDING SECTION 3.13 TITLED "MENTAL HEALTH LEAVE POLICY" BY ADOPTING A REVISED MENTAL HEALTH LEAVE POLICY AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Karen Steward, HR Director

Background Information

The Mental Health Leave Policy was adopted on September 1, 2021. The purpose of this policy is to provide guidance in following Chapter 614.015 of the Government Code regarding the use of mental health leave for authorized First Responders employed by the City of Hutchins.

The policy needed to be updated to make clear the responsibilities of both the employee and the employer, as well as adding a confidentiality disclosure.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

Joe Gorfida

Staff Recommendation

Staff recommend passing the resolution.

Supporting Documentation and Attachments

Resolution R2025-01-1230

Exhibit A: Amended Mental Health Leave Policy