

Personnel Manual Update

City Council Meeting

May 6, 2025

Purpose

- The last revisions made to the City of Leon Valley Personnel Manual - January 23, 2020.
 - The Personnel Manual is a general, non-comprehensive guideline which outlines expectations between the City and its employees.
 - The Personnel Manual is intended to educate and provide guidance on most situations that may arise of a city employee.

Significant Changes

ARTICLE THREE: EMPLOYEE RIGHTS

- Added language “other than voting” to employee's use of personal leave to participate in political activities.
- Addition to Political Activities, employees right to refuse to contribute or render service without repercussion.

Significant Changes (cont.)

ARTICLE FOUR: EMPLOYEE'S CODE OF ETHICS

- Added “FMLA” to Outside Employment, requiring approval to work a second job while out on FMLA leave.
- Addition to Personal Conduct, outlining the professional expectations of employee’s interactions, and unacceptable behaviors.
- Addition to Alcohol and Drug Policy, providing a definition of “workplace” and drug-related “paraphernalia”.
- Addition to Alcohol and Drug Policy, providing language for the legal use of prescription drugs and the employees ability to perform their job safely.

Significant Changes (cont.)

ARTICLE FOUR: EMPLOYEE'S CODE OF ETHICS

- Amendment to Electronic Communications and Systems Access Use:
 - Prohibiting the personal use of city electronic media.
 - Restricting access to secured systems to protect data.
 - Prohibiting the dissemination of access to unauthorized persons.
 - Requiring the request to add/remove hardware, software, applications, or accessories from the IT Department.
 - Reporting missing or lost devices to the HR Department.
 - Use of personal devices for city-business is subject to Texas Public Information Act.
 - Immediately reporting cyber-security alerts to the IT Department.
 - Requiring Cyber-Security Training as part of new-hire orientation.

Significant Changes (cont.)

ARTICLE FIVE: PROBATIONARY PERIOD

- Adding section “Rehires and Reinstatement”, to include a probationary period and conditions of seniority and benefits.
- Addition to Probationary Status, to include the transfer, demotion, or promotion of existing employees.
- Adding language that allows the City Manager to hold a position vacant of an employees transfer to another position.
- Addition to Termination by Dismissal, that voluntary termination includes job abandonment.

Significant Changes (cont.)

ARTICLE SIX: WAGE & SALARY ADMINISTRATION

- Addition to Work Schedules, to clarify the city's compensation of a 30-minute period, of which an employee can split into two 15-minute breaks or use for lunch.
- Addition to Work Schedules, requiring Directors to maintain regular office hours approved by the City Manager.
- Addition to Clothing Allowance, to clarify that items eligible for reimbursement must be consistent with the departments established uniform as worn in public.
- Changing uniform reimbursements to go to Accounts Payable instead of Purchasing Agent, and that no sales tax will be reimbursed.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to Holiday Pay, to clarify that observed holidays on an employee's regular day off cannot be banked or taken on another workday.
- Amending Leaves of Absences, Due to the nature of their responsibilities - allowing Fire personnel to use Major Medical without first using Personal Leave for *their own illness* supported by a doctors note.
- Addition to Leave of Absence, defining a regular full-time employee as one who has successfully completed their probationary period.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to General Provisions of Leave of Absence, providing employees the option to supplement their worker's compensation pay with the use of leave time.
- Addition to Leave of Absence, requiring prior approval from Department Director and City Manager for extended leave of absence longer than 10-working days.
- Addition to Major Medical Leave Provisions, requiring a return-to-work release if using major medical leave.
- Deleting column "Estimated Days of Leave" from Paid Leave Accruals table.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to Military Leave Provision in compliance with USERRA:
 - Corresponding “15 workdays” with the number of regular hours an employee normally works per shift.
 - Unused Military Leave is not paid out at end of employment.
 - Unused Military Leave does not roll-over from one year to the next.
- Addition to Leave for Jury Duty, requiring summons to be submitted with employee’s timesheet.
- Addition to Bereavement Leave, to include paid leave to regular part-time employees.

Recommend Approval

- Revisions affecting the city's budget shall be approved by City Council:
 - Extending Bereavement Leave to Part-Time employees (est. \$293.50 per occurrence; not to exceed 19-hours)
- Other Operational Policy revisions of the Personnel Manual are approved by the City Manager and provided to City Council.
- Approval of revisions will supersede all previous Personnel Manuals.

Dissemination upon Approval

- Copies of the Revised Personnel Manual will be distributed to all employees within a timely manner.
- City Manager will meet with Department Directors to discuss revisions.
- Employees may direct questions to their Department Director or Human Resources Director.
- Revised Personnel Manual will be posted on the city's Human Resources webpage for convenient accessibility.

Questions?

