CITY COUNCIL
WORKSHOP SESSION MINUTES
NOVEMBER 16, 2024

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3 (Absent)
Sonia Wallace, Place 4
Aaron Moreno, Place 5 (Absent)
Deja Hill, Place 6 (Arrived at 10:03 a.m.)

CITY STAFF:

Scott Moore, City Manager
Brittany Lopez, Assistant City Secretary
Tracey Vasquez, HR Director

WORKSHOP SESSION – 9:00 A.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 9:28 a.m. on Saturday, November 16, 2024, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

A. Discussion of the City of Manor Policies and Procedures Handbook

HR Director Vasquez discussed the following proposed policies.

- Section 5 – Workplace Guidelines
    - 5.1 Attendance
    - 5.2 Employee Performance
    - 5.3 Outside Employment
    - 5.4 Dress and Grooming
    - 5.5 Social Media
    - 5.6 Solicitation
    - 5.7 Computers, Cell Phones, Internet, E-Mail, and Other Resources
    - 5.8 Conduct and Workplace Rules

- Section 6 – Time Off and Leaves of Absense
    - 6.1 Holidays
    - 6.2 Vacation
    - 6.3 Sick Leave
    - 6.4 Family and Medical Leave
    - 6.5 Military Leave
    - 6.6 Bereavement Leave
    - 6.7 Jury Duty/Court Appearance
    - 6.8 Time Off for Voting
    - 6.9 Mental Health Leave
    - 6.10 Compensatory Time

- Section 7 – Employee Benefits
    - 7.1 Medical, Dental, and Vision Insurance
    - 7.2 Group Life Insurance
    - 7.3 Short-Term Disability
    - 7.4 Long-Term Disability
    - 7.5 Texas Municipal Retirement
    - 7.6 Worker's Compensation
    - 7.7 Employee Assistance Program
    - 7.8 Car Allowance-Take-Home Vehicles
    - 7.9 Travel
    - 7.10 Education Reimbursement

There was no action taken.

ADJOURNMENT

The Manor City Council Workshop Session Adjourned at 10:27 a.m. on Saturday, November 16, 2024.

The Manor City Council approved these minutes on December 4, 2024.

APPROVED:

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Dr. Christopher Harvey
Mayor

ATTEST:

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Lluvia T. Almaraz, TRMC
City Secretary