



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Proposed Meeting Date: July 21, 2021
RE: June 2021

Meetings and Events:

Juneteenth Committee Meetings

June 4 & 9, 2021

Juneteenth Event

June 19, 2021

Manor Sesquicentennial Committee Meetings

June 10 & 23, 2021

July 13, 2021

Youth Citizens Police Academy Events

June 11, 17, & 25, 2021

Attended the weekly class graduation for each age group.

City Council Meetings

June 2, 2021

Presented options to council regarding Consulting firms and in house options for recruiting a candidate for the City Manager position.

June 16, 2021

Presented Council with established Human Resources Directives and Recruitment Process Timeline.

June 2021

- I met with Mayor and Council regarding the retirement of the current City Manager. With the acceptance of the City Manager's retirement notice, the Mayor, Council, and I established the qualifications for the job description and employment notice, along with the recruitment process and timeline.



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- Attended several phone conferences with outside sources to assist in the onboarding process of an Economic Development Director.
- Working with Lieutenant James Allen to establish training guidelines regarding FEMA and Active Shooter education for staff and Council.
- Interview and onboarding of 7 candidates for the Parks and Utility departments. Successfully retained one employee for the Parks department.
- Completed records management disposition logs regarding records destruction per the City Secretary. Developed a Human Resources Directive regarding records management for the Human Resources Department.
- Day to day operations of the Human Resources department regarding property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.

Attached:

- Records Maintenance, Retention, and Destruction Directive

Goals

July- August 2021

- Reconvene meetings via phone, Zoom or in-person with the Mayor and Council regarding pertinent areas for evaluation. Establish a performance appraisal self-assessment process with objectives.
- Assign training modules for Active Shooter, FEMA and Economic Education for specific staff and Council.



Section:3 Organization	Title: HR Directives
Department: Human Resources	Record Maintenance, Retention, and Destruction
Effective Date:	06/2021
Last Review/Revision:	
Author:	Tracey Vasquez

Purpose

The Human Resources (HR) Department retains and destroys personnel records in accordance with the City’s Code of Ordinance No. 2003-17 and Ordinance No. 440 as well as the Texas State Library and Archives Commission governing record retention schedule. The HR Department’s operating procedures for records retention and destruction of documents when such retention periods have passed. The HR Department maintains but is not limited to personnel records, contracts, agreements, leases, vehicle titles and registration, liability, worker’s compensation insurance, property insurance, insurance policies, organizational charts, policy and procedure documentation, claims, and litigation correspondence.

Scope

Intended for all Human Resources employees with the City of Manor.

Procedure

Maintenance of Employee Records:

The following employee information records are maintained in segregated files.

- 1) Pre-employment testing results
- 2) I-9 and W-4 forms.
- 3) Benefits plan and employee medical records.
- 4) Driving records.
- 5) Health and safety records.
- 6) General employee records.

Destruction of Employee and Applicant Records:

All paper personnel records and confidential employee data maintained by the HR department

will be destroyed by shredding after retention dates have passed and City Council approval; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transaction Act (FACTA).

Employment applications materials submitted by applicants who were never employed are also to be shredded.

When a confidential record must be discarded or destroyed, it shall be marked on a disposition log sheet to be destroyed in accordance with the record destruction policies. Alternatively, hardcopy confidential records may be shredded using a locked shredder on the City of Manor premises. If hard copies must be printed, created, or kept, they should be stored in a locked cabinet, drawer, or other secure location until they are no longer needed, or until the maximum retention period has ended.

Personnel records include electronic as well as paper records. The HR department will work with the IT department periodically but no less than twice annually to review and ensure that the HR department's electronic records relating to employee information and compliance reports are properly purged.

Litigation Hold:

When the City of Manor is involved in or anticipates that it may be involved in litigation, the General Counsel's office will issue a litigation hold. This means that all documents relating to the litigation matter must be kept preserving any potential evidence. If we fail to do so, the City of Manor can be sanctioned by the court for destroying evidence. A court has broad authority to impose these sanctions, which may include anything from unfavorable procedural rulings during a trial to payment of monetary damages.

If the City of Manor's General Counsel announces a litigation hold on any or all City records because of pending or anticipated litigation, all records covered by such litigation hold MUST NOT be discarded, deleted, or destroyed. Further, the IT department will suspend the automatic deletion of emails for all individuals covered by the litigation hold. Any questions about the litigation should be directed to the General Counsel.

Reference

- Ordinance No. 2003-17 and Ordinance No. 440
- Texas Library and Archives Commission
- City Secretary Procedure Manual