
CITY OF PORT LAVACA

CITY COUNCIL MEETING: JULY 13, 2026

AGENDA ITEM _____

DATE: JUNE 29, 2026

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: BRITTNEY HOGAN, FINANCE DIRECTOR

SUBJECT: CONSIDER AMENDMENTS TO EMPLOYEE PERSONNEL HANDBOOK

BACKGROUND:

Topic: Chapter 7.11.07 Disaster Deployment Compensation Policy

The current Disaster Deployment Compensation Policy provides guidance regarding employee compensation during disaster deployments; however, it does not clearly define when deployment compensation begins. To ensure consistency, transparency, and equitable administration of payroll, staff is recommending an amendment to clarify the point at which disaster deployment compensation becomes effective.

This amendment ensures that employees are compensated from the time they are formally activated and directed to respond, including reasonable travel time required to report to the assigned location.

Topic: Appendix: HR and Workplace Supplemental Documents Safety Employee of the Year Policy

The current employee policy provides for department heads to nominate employees for the Safety Employee of the Year award. While this process has recognized employees who demonstrate commitment to workplace safety, it limits participation only to supervisory staff.

The proposed policy amendment would allow all City employees to submit nominations for the Safety Employee of the Year award. Employees often work alongside one another daily and are in a unique position to observe safe work practices, proactive hazard identification, and a commitment to maintaining a safe workplace.

Under the proposed policy:

- All City employees will be eligible to submit nominations during the designated nomination period.
- Employees may nominate a coworker who consistently demonstrates exemplary safety practices and promotes a culture of safety.
- Nominations will be reviewed by department heads, and the recipient will be selected based on the established award criteria for a final review by the Safety Committee.

This amendment is intended to:

- Encourage greater employee participation and engagement.

- Promote a culture where employees recognize and value safe work practices.
- Increase awareness of workplace safety throughout the organization.
- Provide broader recognition opportunities for employees who positively influence safety among their peers.

RECOMMENDATION:

Staff recommends that the Council approve the amendments to the policies