

# City of Richwood — TEXAS —

## AGENDA MEMORANDUM

**CONTACT:** Kirsten Garcia, City Secretary

**SUBJECT:** Approval of amendments to the City of Richwood Personnel Policy.

**SUMMARY:** Consider approving amendments to the personnel policy as it pertains to employee leave.

### BACKGROUND INFORMATION:

Due to recent insurance issues, the staff proposed amending current policies to align with benefit eligibility.

### ISSUE:

Policy #901: Staff feels the City should allow accrual of sick time from the date of hire, allowing some grace to newer employees during their 180-day probation period. Vacation accruals will remain the same, and employees will be eligible to accrue vacation once they have completed their probationary period.

Policy # 902: The presented amendment removes the language regarding the probationary period, aligning with amendments to #901

Policy #904: This amendment allows department directors to request documentation for employees to return to work after illness.

Policy #1001: This amendment removes the language regarding the city's self-insurance for workers' compensation through TML. However, we have not been under the TML umbrella for Work Comp for quite some time.

Policy #1004: This is directly related to eligibility for benefits. The new language proposed allows employees time off without pay should they run out of paid leave, so long as they do not fall below full-time status. Should they fall below full-time status, they will no longer be eligible for the benefits of a full-time employee.

**FISCAL IMPACT:** None

Thank you,



Kirsten Garcia