



Memorandum

TO: Mayor Richard McNabb and City Council

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager
Robert Wilhoit, City Attorney

DATE: December 6, 2024

REF: Personnel Policy- Update

Summary:

The City of Trinity's personnel policy has been updated to reflect the City's current and future guidelines.

Background:

Currently, the City of Trinity has an outdated Personnel Policy which was adopted on January 20, 2015. The City of Trinity is evolving, and it is important to have a Personnel Policy in place for those changes. The City is growing and could involve changes within the City of Trinity's daily operations. It is important for City staff to be prepared for unforeseen changes and events as we increase in size. Furthermore, there are several State and Federal Personnel Laws that have changed, and this update will make it consistent with those changes.

Recommendation:

Staff recommends that the City Council **review** the updated Personnel Policy for action to take place at the **February 2025** City Council Meeting.

Attachments:

Personnel Policy (updated)