



Memorandum

TO: Richard McNabb, Mayor
City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: 04/23/2025

REF: Adoption of the Revised Personnel Policy

Summary:

The City Council has discussed and came to a consensus on the revisions of the Personnel Policy as of March 27, 2025. However, there has not been a consensus on the retiree insurance which has been removed from the Personnel Policy.

Background:

Currently, the City of Trinity has an outdated Personnel Policy which was adopted on January 20, 2015. The revised Personnel Policy was introduced to the City Council on February 4, 2025 at the City Council's Annual Budget Retreat. The Personnel Policy had minor revisions with about 90% of the original policy intact. Staff and the City Council discussed all the revisions of the Personnel Policy, and the revisions are as follows:

Page 8	Inclusion of the adopted Pay Grades Chart
Page 9	"Max out" salary
Page 32	Post-Employee Benefit for Insurance until age 65. <i>(The employee cost is based on their years of services with the City of Trinity)</i>
Page 34	Percentage chart only for new certifications, certificates, or degrees <i>(when advancement is approved within the employee Career Ladder Plan)</i>
Page 35	Longevity replaces Christmas Bonus
Page 41	Shared Leave
Page 43	Holiday Calendar <i>(Reflect our Current Holiday Schedule)</i>
Page 65	Whistle Blower Section

The City Council has chosen to remove the post-employment retiree insurance (page 32). If the City Council would like to revisit this benefit later, we will resubmit different options for this benefit.

Recommendation:

Staff request that the City Council approve and adopt the Personnel Policy with revisions.

Attachment:

Personnel Policy