



City Council Agenda Item Report

August 6th, 2013

Agenda Item

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SUBJECT: APPROVAL OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUDA, TEXAS ADOPTING PERSONNEL POLICIES FOR THE ADMINISTRATION OF EMPLOYEES OF THE CITY

1. BACKGROUND/HISTORY

Staff provided a presentation with direction from Council at the July 2nd, 2013 Council meeting regarding a comprehensive update to the existing Personnel Policy. Staff provided highlights on revised areas in the Policy. From the meeting, Council made comments wherein such comments were incorporated into the latest draft.

2. FINDINGS/CURRENT ACTIVITY

Enclosed is the latest draft of the Personnel Policy. Staff not only incorporated comments made from the July 2nd, 2013 meeting, but also allowed for the City Attorney to provide a final review of the draft for any new legislation from the 83rd Session to incorporate and any final additions.

Areas included were the following:

- Included a "Welcome Aboard" letter from the Mayor
- Provide for the use of city equipment and vehicles including computer equipment.
- Provide for the use of "take-home" city vehicles and awareness to the employee on possible tax implications of usage of the "take-home" city vehicle in regards to a non-cash fringe benefit.
- Section 3.90 *Out of Office Work* allows the organization to address employees who take leave, yet perform work during such leave and record time on his/her time sheet upon return from leave.
- Section 7.55 was revised to reflect the new state law (HB3739) regarding an employee that chooses to run for office while currently employed with the City.
- CH 8 *City Communication and Technology Policy* was revised to reflect the new state law SB 1368 regarding open meetings and open records.

- Section 8.50 *Personal Electronic Recording Equipment* allows the organization to address employees using personal devices to record via video/audio meetings, instances, events and so forth without prior approval.
- CH 10 *Work Environment, Discrimination and Harassment* was revised to include illegitimate behavior while not illegal is deemed offensive.

After Council considers final approval, staff will provide hard copies to the entire city workforce which will include a plan to unveil to employees and allow for Q/A and assistance with interpreting the policy.

3. FINANCIAL IMPACT

Savings to Council should it been outsourced - \$40,000 - \$80,000.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends approval of the final draft.

5. ENCLOSURES

- A. Resolution
- B. Personnel Policy- to be sent out as a separate attachment