

Agenda Item: Discuss and Consider Approval of Addition and Changes to the Human Resources Policy Manual

Background: The Human Resources Manual is updated annually to remain compliant with state and federal laws, as well as to ensure best practices are solidified for all employees in one common document.

***NEW* Policy Name:** Vacancy Announcements

Overview of Change: We have not been consistent in our approach to recruitment of internal and external candidates. In an effort to maintain transparency with all stakeholders, we wanted to create a policy for this process.

***NEW* Policy Language:** The Park Board wishes to retain and promote talent within the organization. To this extent, all budgeted vacancies will be posted by Human Resources on the Park Board's website for a minimum of five days with the exception of positions:

- reporting directly to the Board of Trustees
- reporting directly to the Executive Director
- for which an internal candidate from the same department is identified by departmental leadership and authorization to hire is given in writing to the Department Head by the Executive Director and Human Resources
- deemed confidential by the Executive Director or the Board of Trustees
- which will be filled by returning employees who filled the exact same position with not greater than one-year break in service (for example, seasonal positions)

All vacancies will be posted on the Park Board's website under Human Resources, and will denote whether recruitment is to remain internal, external or open to all interested parties.

The Park Board reserves the right to only interview those applicants, whether internal or external, who meet the minimum requirements posted in the job description. Internal Applicants with documented corrective performance concerns may not be considered for vacancies for a period of at least six months from the date of the documented concern.

Policy Name: Paydays

Overview of Change: The Park Board recently moved to direct deposit for all employees. The change below reflects that change.

Updated language in policy:

- The Park Board requires direct deposit services for all employees.
 - Employees who do not have an established bank account should inquire with Human Resources about the Brinks Pay Card program that offers direct deposit options.
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Policy Name: Company Vehicles

Overview of Changes:

- This policy refers to company and personal vehicles, and the title has been adjusted to reflect its' contents.
- The fees and fines associated with company vehicles was not previously included and allows the organization, when appropriate to require the employee to cover those costs.
- Previously off-island assignments were only granted with permission from the Executive Director. In practice, the Park Board allows department heads to make this decision (Beach Patrol Junior Guard program for example), so the policy is being updated to reflect practice.

Updated language in policy:

- Operation of company or personal vehicles
 - Employees may be held fiscally responsible for any fees or fines associated with a moving violation while in a Park Board vehicle or while operating a motorized vehicle during while at work or when engaged in work for the Park Board.
 - No Park Board vehicle may be driven off Galveston Island without prior approval of the Department Head.
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Policy Name: Vacation Benefits

Overview of Change: In February 2019 the Board voted to approve the replacement of sick leave benefits with paid time off benefits. This change was intended to allow more flexibility of paid leave benefits. As a result, exempt employees must use paid leave benefit for any hours missed and vacation hours must be scheduled in 8-hour increments for exempt employees.

Updated language in policy:

- Removal of: Exempt employees who work at least four hours on a scheduled workday are not required to utilize vacation. Exempt employees who work less than 4 hours on a scheduled workday may supplement their time missed with vacation hours. This benefit is intended for exempt employees who routinely work more than 40 hours a pay period throughout the year, and any hours missed should be planned and approved in advance by the Supervisor. Abuse of this benefit may result in disciplinary action.
 - Addition of: Exempt employees may schedule vacation in 8-hour increments.
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Policy Name: Paid Time Off Benefit

Overview of Change: The name of this policy conflicts with the new PTO Benefit offered, replacing sick leave. The intent of this policy is to provide a modified schedule, when feasible, to exempt employees who routinely work in excess of 40 hours and 5 workdays during the summer season.

Updated language in policy: change any references to Paid Time Off Benefit with “Reduced Schedule Benefit”

Staff Recommendation: Approved by the Finance Committee on September 11, 2019 - Accept addition and changes to the Human Resources Policy Manual as suggested.

Funding Source: n/a