



# ***Amendments to the Personnel Policies***

***Presented by  
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Human Resources Manager***



# ***New Policies***

- **Conflicts Disclosure Policy –**  
Employees are now required to file conflicts disclosure statements with regard to vendors.
- **Restriction on Employment –**  
Employees are restricted from seeking employment with any person or business who they were involved with a procurement selection or contract negotiation during their employment.
- **Safety Sensitive Positions –**  
Defines what the BRA considers to be a safety sensitive position.



# *Revised Policies*

- **Equal Employment Opportunity –**  
Added ‘genetic information’ to the list of protections from harassment or discrimination against any applicant or employee.
- **Weapons –**  
Updated to reflect the change to allow open carry.



# *Revised Policies*

- **Reporting of PTO –**

Added the following statements for both Non-exempt and Exempt employees: “Employees who routinely work in excess of eight (8) hours per day are not required to use PTO to supplement holiday pay and may record the excess time off as Leave No Pay (LNP) on their time sheets” and “Refer to the Absences Policy in Section 2 of this policy manual, for additional information regarding excessive absences”.

The policies in Section 2 ‘Employee Responsibilities’ and Section 7 ‘Health and Safety’ have been renumbered.



**“BE IT RESOLVED that the Board of Directors of the Brazos River Authority hereby approves the revisions to the Human Resources Policy Manual to be effective November 1, 2015 as presented at its October 26, 2015 meeting.”**



# Brazos River Authority