



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

***Presented by  
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Human Resources Manager***



# **Revise the following Human Resources Policy:**

## **HR Policy 19.01 General Policy on Holidays**

President's Day was deleted from the second paragraph of this policy. The intent of this change is to recognize the diversity of our employees by providing them the flexibility to use this day, during the year, as a floating holiday.



## Add the following Human Resources Policies:

### HR Policy 19.02 Floating Holiday

'The Brazos River Authority (BRA) desires to promote diversity and work-life balance by granting each full-time employee one (1) floating holiday per fiscal year. A floating holiday shall be used on one day during the year and is deemed to consist of 8 hours for regular full-time employees and 6 hours for variable full-time employees. Employees have the discretion to choose the day to use their floating holiday. In order to balance and meet service and staffing requirements, employees should request to use their floating holiday with as much notice as possible.

Floating holidays will be awarded at the beginning of each fiscal year, must be taken in the year awarded and will not carry over to the next fiscal year, or be paid out if unused at fiscal year-end. Unused floating holidays will not be paid out upon termination.'



## HR Policy 5.16 CDL Compensation

‘The Brazos River Authority (BRA) recognizes the benefit of having employees who obtain and maintain a Commercial Driver’s License (CDL) and therefore, it is the policy of the BRA to compensate employees accordingly. Employees who obtain a CDL and meet the requirements as set forth in the CDL Procedure will receive an annual bonus. Only employees in designated positions necessitating a CDL will be eligible for CDL bonuses. CDL holders are responsible for providing a copy of their valid license for their personnel files, in addition, they are required to keep supervisors informed of any changes in status of their license.’



**“BE IT RESOLVED that the Board of Directors of the Brazos River Authority hereby approves the revisions to the Human Resources Policy Manual, as presented at its October 29, 2018 meeting, to be effective November 1, 2018.”**



Brazos River Authority



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