



Amendments to the Personnel Policies

***Monica Wheelis
Human Resources Manager***



2.05 Tobacco Use

Add e-cigarettes to the tobacco products that are prohibited from being used in BRA facilities, buildings, grounds and vehicles, except where specifically designated by the General Manger/CEO.

2.19 Restriction on Employment

Change the restriction for employees and officers, who participated in a procurement or contract negotiation, from accepting employment with a person or business entity for two years *following BRA employment or service*, to two years *from the date the contract was signed, or the procurement is terminated or **withdrawn***.

3.05 Age Requirements

Delete the first sentence that stated persons under 18 years of age will not be employed in any full-time regular or variable position.

5.13 Call-Out Compensation

Add: Should the Call-out occur on a BRA holiday, Call-out compensation will be paid at double the regular Call-out compensation rate.



5.15 Diver Compensation

Add language clarifying that employees must meet the requirements as set forth in the Certified Diver Procedure to be eligible for Diver Compensation.

14.01 General

Add language to clarify what personal information an employee may request be withheld when requested under the Texas Public Information Act and the method to make their designation.

14.02 Personnel Action Form

Clarify where the Personnel Action Form will be filed and how the information will be retained.

14.03 Contents of Personnel Files

Add the Public Access Options form to the documents that are kept separate from active employees' personnel files and noted how they are maintained.



“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 28, 2019 meeting, to be effective November 1, 2019.”



Brazos River Authority



Brazos

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