



Human Resources Policy Changes

***Presented by
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Human Resources Manager***



Proposed new Human Resources Policy:

18.15 Lake Ranger Traumatic Event Leave

In accordance with Texas law relating to mental health leave for peace officers, the BRA will grant five days of job-protected leave without a deduction in salary or other compensation for lake rangers who experience a traumatic event while performing their BRA job functions. A traumatic event is exposure to a situation that impairs the mental well-being of the peace officer and affects their ability to perform duties for the BRA, as defined by the HR Department. The BRA will maintain the level of privacy for lake rangers utilizing mental health leave in accordance with the privacy provisions of the Health Insurance Portability and Accountability Act.

Policies in Section 18 were renumbered following the addition of policy 18.15.



Proposed revisions to the Human Resources Policies:

1.09 Sexual Harassment

This policy was updated to reflect changes in statute. The second paragraph will be changed to: (1) creates a hostile, *'intimidating, or offensive'* working environment, (2) *'unreasonably interferes with an individual's work performance'*, (3) the submission to which is made a term or condition of person's employment, or (4) *'the submission to which is used as the basis for an employment decision'*.

Added to fourth paragraph: The BRA will investigate such reports immediately and take appropriate *'corrective'* action.



2.02 Professional Appearance

Removed the prohibition of facial jewelry and replaced it with facial jewelry *'that is tasteful and meets societal norms is permitted, except in circumstances where it could be a safety hazard at work'*.

4.01 Categories of Employment

Provided supervisors with additional flexibility in the number of months in which they could employ seasonal workers by changing the current expectation from fewer than *'three'* months, to fewer than *'four'* months.



6.07 Holidays Worked

Added to the second sentence, that the employee *'may choose to be paid regular time for the holiday in addition to the hours worked, or the employee may'* record the holiday hours not received as holiday comp-time. This change would provide employees, who have to work on designated holidays, to either be paid for the holiday or to have the holiday hours added to their compensatory time bank.

7.03 Employee Responsibilities and Reports

Added *'safely and effectively'* to the first sentence of the second paragraph, to emphasize that employees have the responsibility to report to their supervisor or Human Resources if they are taking a medication that may affect their ability to safely and effectively do their job.



8.01 Drug and Alcohol-Free Workplace

Added '*or procedure*' to the end of number six. As part of BRA's drug and alcohol-free workplace efforts, procedures may be implemented to supplement existing policies.

12.01 Requests for Conflict Resolution

Updated language to reflect changes in statute by removing '*act promptly to conduct an investigation of*' and replaced it with '*immediately initiate an investigation into*' the circumstances surrounding the request.



“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 November 14, 2022 meeting, to be effective November 15, 2022.”



Brazos River Authority