



Human Resources Policy Changes

***Presented by
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6.01 Hours Worked

Normal working hours for most Brazos River Authority (BRA) employees are Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour for lunch, totaling 40 hours per workweek. Alteration of normal hours worked for individuals or groups of employees may be set by the department head with approval of the General Manager/CEO. A morning and an afternoon break of 15 minutes will be available to each employee, but this time does not accumulate if not taken. Adjustments to the normal hours of operation of the BRA facilities or departments may be made by the General Manager/CEO in order to serve the public better. The BRA offices are required to remain open during the noon hour, and some employees may have their lunch hours staggered so that the BRA can provide continuance service. Non-exempt employees are expected to be completely relieved of duties and free to enjoy an uninterrupted meal period unless directed by their supervisor to remain on duty during this time. If the employee is unable to be completely relieved of duties, the meal period will be considered compensable, even if the employee did not perform work.

Employees are expected to report punctually for duty at the beginning of each assigned workday and to work the full, established work schedule.



6.02 Work Week

The official work week for all Brazos River Authority employees is a seven-day period, beginning at 12:00 a.m. on Saturday and ending on the following Friday at 11:59 p.m.

6.03 Overtime Worked

The policy of the Brazos River Authority is to allow overtime for non-exempt employees only in cases of emergencies and in instances specifically authorized by the General Manager/CEO. Employees may be required to work in addition to normal hours or on weekends or holidays. Overtime for non-exempt employees is defined as hours worked in excess of the standard number of hours under the Fair Labor Standards Act (FLSA) (40 hours per seven-day workweek).

All overtime services by employees covered under FLSA must be authorized in advance by the employee's supervisor and approved in writing by the General Manager/CEO Management Team Member over the department, and then submitted to the Payroll Specialist.



7.09 Weapons

As a general rule, no employee, other than a Brazos River Authority (BRA) licensed peace officer, shall carry or possess a firearm or other weapon, including but not limited to, clubs, explosive devices, knives with blades exceeding 5 ½ inch, or any other items as may be established by state or federal regulation, on BRA property (including, without limitation, buildings, facilities, entrances, exits, break areas, surrounding areas and parks). However, the BRA does not prohibit an employee who lawfully possesses a firearm or ammunition from storing them in a locked, privately owned motor vehicle in BRA parking lots or other BRA parking areas.

An employee may carry a handgun, in a concealed manner ~~or in a holster~~, onto property owned by the BRA (including, but not limited to, buildings, facilities, and parks) if such employee has a license authorizing such employee to legally carry a handgun in the State of Texas. With the exception of licensed, commissioned peace officers, employees may not open carry a handgun on BRA owned property. It is the responsibility of the employee to ensure they are in compliance with Texas handgun laws at all times, and failure to comply with these laws can result in disciplinary action, up to and including termination.

Prior to carrying a handgun onto BRA property (other than parking lots and other parking areas), the employee shall:

- notify the Human Resources Department and such employee's immediate supervisor that they are licensed to carry a handgun in the State of Texas and that they intend to carry the handgun while at work; and
- provide the Human Resources Department a copy of the employee's handgun license.

However, no employee may carry a handgun in the following situations:

- onto BRA property (other than parking lots and other parking areas) for the duration of a personnel investigation, if the employee is the subject of the investigation;
- onto BRA property (other than parking lots and other parking areas) during exit interviews;
- into facilities not owned by the BRA unless authorized by the party owning such facility; and
- if the General Manager/CEO has reasonably determined that it is in the best interest of the BRA to prohibit the employee from carrying a handgun onto BRA property.

If an interview in connection with a personnel investigation or an exit interview occurs unscheduled and the employee is carrying a handgun, the employee shall inform the investigator or interviewer that the employee is carrying a handgun, and it shall be in the discretion of the investigator or interviewer whether to continue with the interview without securing the handgun, continue with the interview after the handgun has been secured, or reschedule the interview.

10.02 Disciplinary Actions

Disciplinary ~~steps~~ actions may include, but are not limited to, any or all of the following:

- Counseling with supervisor;
- written reprimands for placement in the employee's personnel file;
- reduction in pay without demotion;
- suspension from duty, with or without pay;
- demotion; and/or
- termination.

11.04 Retirement

To provide adequate time to initiate retirement benefits and transition knowledge and work duties, an employee who intends to retire is requested to notify his or her supervisor in writing at least 60 days prior to the planned date of retirement. The supervisor is responsible for forwarding the notice to the department head and Human Resources Department when received. The same notice requirements for resignation apply in the case of retirement, except that a longer period of advance notice may be required to start retirement payments promptly.



11.06 Termination

The Brazos River Authority (BRA) operates under the legal doctrine of "employment-at-will" and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason or no reason. The BRA will attempt to ensure that employee dismissals are not made in an arbitrary and capricious manner; however, these personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment. The BRA has the right to change these policies at any time, without prior notice to employees.

The General Manager/CEO, the Human Resource Manager, and General Counsel must be consulted ~~on~~ regarding any prospective involuntary termination and ~~. In addition,~~ the General Manager/CEO's ~~printed~~ approval is required ~~for~~ on all involuntary terminations. ~~personnel action forms involving dismissal.~~



11.09 Continuation of Group Insurance

Under state and/or federal law, employees, their spouses and/or dependents who have group medical insurance may have the right to continue their group medical insurance coverage for up to 18 months to 36 months depending on the type of qualifying event.~~three (3) years or longer.~~ After which time such coverage would otherwise terminate due to the termination of employee's employment, a reduction in the employee's hours, divorce, or the death of an employee. The employee, spouse and dependents must notify the Human Resources Department of any divorce and also of their desire to retain insurance coverage after any divorce, death or termination of employment or loss of insurance coverage. Further details are available from the Human Resource Department and the group medical insurance company.

17.07 Retirement Plan

The Brazos River Authority participates in the Texas County and District Retirement System (TCDRS). All regular and variable full-time employees and regular part-time employees will-must contribute 6% of their gross compensation beginning on their date of employment. Please refer to the TCDRS website, <https://www.tcdrs.org>, Guide to Membership Benefits and the Outline of Retirement Benefits~~available in the Human Resources Department~~ for additional information.

18.17 Personal Time Off (PTO)

All regular and variable, full-time employees are eligible for Personal Time Off (PTO). PTO is provided for the purpose of rest, relaxation, illness, and/or to attend to personal business. ~~PTO is to be taken within the year awarded.~~ Supervisors and staff have the responsibility to plan schedules that meet operating requirements of departments and time-off needs of staff. In order to balance and meet service and staffing requirements, employees and supervisors should plan PTO with as much notice as possible; however, there is no guarantee that PTO will be approved in every circumstance, or that PTO will be paid without the supervisor's advance approval. An employee who has frequent unscheduled absences that adversely affect operations is subject to disciplinary actions.

A PTO day is deemed to consist of 8 hours for regular full-time employees and 6 hours for variable full-time employees.

Employees are awarded PTO as follows:

Time of Service	PTO Days	<u>Maximum Carryover Days</u>	Maximum Balance PTO Days
Introductory Period	0	<u>N/A</u>	0
Following Intro Period – 9 years	20	<u>15</u>	35
10 – 14 years	22	<u>15</u>	37
15 or more	25	<u>15</u>	40



PTO can be taken within the year awarded; however, An employee may carryover PTO days from one anniversary date to the next according to the PTO Schedule above. Excess PTO hours as of the employee's anniversary date will be forfeited or may be donated to the Sick Leave Pool. PTO~~ersonal Time Off~~ will be awarded annually on the employee's full-time anniversary employment date. PTO that is taken will be deducted from the current year's PTO allotment first and when exhausted, carryover PTO will be used.

Upon termination of employment, employees who have completed at least six months of ~~employment~~full-time service with the BRA will be eligible for a PTO payout as stated in the Termination of Employment policy. ~~paid 50% of their unused PTO, subject to maximum payout limitations.~~ The Human Resources Department will establish procedures for this policy including transitional rules and the reporting procedures for exempt and non-exempt employees.



18.18 Termination of Employment

An employee's date of termination will be considered as the last day he or she performs job duties for the Brazos River Authority (BRA). Should an employee not be able to return to active duty following an illness, injury, or administrative leave of absence, their date of termination will be determined based on the individual's circumstances and in accordance with federal and state laws and BRA policies and procedures.

Upon termination of employment for any reason, an employee will be paid 100% of all earned compensatory time and 100% of all earned On-call and Call-out time. A regular or variable, full-time employee who has completed at least six months of current employment will also be eligible for a PTO payout.

PTO that is carried over from the year prior to the employee's anniversary date (maximum 120 hours) will be considered earned and the balance at the time of termination will be paid out at 100%.

Upon termination, other than retirement, an employee will be paid for 100% of unused vacation time and 50% of the current year's PTO balance; however, the maximum paid will not exceed 160 hours (20 days) for the unused vacation time and current year's PTO balance combined. There is no payment of unused sick leave when an employee terminates for any reason other than retirement.

Upon retirement, an employee will be paid for 100% of unused vacation time and 50% of the current year's PTO balance; however, the maximum paid will not exceed 160 hours (20 days) for the unused vacation time and the current year's PTO balance combined. In addition, the employee will be paid 50% of unused sick leave balance or 144 hours (18 days) whichever is less.



“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 and discussed at its January 29, 2024 meeting, to be effective February 1, 2024.”



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