



Human Resources Policy Updates

Presented by:

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Chief Human Resources Officer



1.01 Severability

The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect. In the event of a conflict between a BRA rule and the state or federal constitution, a state or federal statute, or a rule, guideline, or requirement promulgated by a governmental office or agency, the state or federal law, guideline, or requirement shall control.



18.02 Military Leave

~~Military leave may be taken, at the option of the individual employee, as follows:~~

~~1. Concurrent with PTO: If the employee exercises this option, the employee is entitled to receive both military pay and Brazos River Authority (BRA) pay. During the employee's absence, each working day at the BRA will be charged as a day of PTO.~~

~~2. Separate from PTO: If military base pay and allowances are less than the BRA pay for a like period of time, the BRA will pay the difference so that no employee will receive less pay during military service than on regular duty with the BRA. If military base pay and allowances are equal to or more than BRA base pay for a like period of time, the employee will receive no pay from the BRA during the period of military leave.~~

~~Requests for military leave must be submitted on a "Leave Request/Report" form as soon as practicable prior to the proposed date of departure on military leave. The requester will also indicate in writing on the request form the employee's choice of the options. An employee who is called to active military service through the operation of any mandatory universal military training act, or who is a member of any Reserve component called to active duty in time of war or national emergency or by order of the President of the United States or Congress will be granted a leave of absence from the BRA and may return to employment upon being released from active duty provided the employee accepts no interim employment. The employee called to active military service will be paid for any accrued but unused PTO upon the employee's departure. For purposes of retirement, the employee's credited service will not be deemed interrupted through operation of the above acts provided the employee returns to employment with the BRA within 60 days after separation, discharge or retirement.~~



18.02 Military Leave

Military leave may be taken under the following circumstances:

1. An employee who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from the person's duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority for not more than 15 workdays in a fiscal year.

OR

2. An employee who is called to state active duty by the governor or another appropriate authority in response to a disaster is entitled to a paid leave of absence from the person's duties for each day the person is called to active duty during the disaster, not to exceed 7 workdays in a fiscal year.

During a leave of absence under either of those circumstances, the employee may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.



18.02 Military Leave – cont.

Requests for military leave must be submitted on a "Leave Request/Report" form as soon as practicable prior to the proposed date of departure on military leave. An employee who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team and who is ordered to duty by proper authority is entitled, when relieved from duty, to be restored to the position that the employee held when ordered to duty. BRA shall provide written notice of the number of workdays of paid leave to which an employee requesting Military leave is entitled each fiscal year and, if applicable, the number of workdays of paid leave to which that employee is entitled to carry forward each fiscal year. BRA shall, at the request of an employee, provide a statement that contains the number of workdays for which the employee claimed paid leave in that fiscal year. For purposes of retirement, the employee's credited service will not be deemed interrupted through operation of the above acts provided the employee returns to employment with the BRA within 60 days after separation, discharge or retirement.



18.09 Funeral Leave

Funeral leave is leave away from work with pay because of a death in the employee's immediate family. A member of the employee's immediate family is defined as spouse, child, grandparent, grandchild, parent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law or any member of the employee's family permanently residing in the employee's household. Further, anyone who assumed the role of parent of an employee when the employee was a minor can be considered immediate family. No more than **40 24 hours** per occurrence will be granted. Any additional time away from work will be charged as PTO or leave without pay to be determined by the supervisor and employee.



The following policies are being updated to address title changes that occurred during the re-organization:

9.03 USE OF BRAZOS RIVER AUTHORITY'S ELECTRONIC MAIL, COMPUTERS, AND TELEPHONES

Deleted: *'the Network & Systems Administration Manager or the IT Manager.'*

Added: *'the IT Department.'*

11.06 TERMINATION

Deleted: *'Human Resources Manager'*

Added: *'Chief Human Resources Officer'*

12.02 REQUESTS FOR CONFLICT RESOLUTION

Deleted: *'Human Resources Manager'*

Added: *'Chief Human Resources Officer'*



The following policies are being updated to address title changes that occurred during the re-organization:

13.01 JOB DESCRIPTIONS

Deleted: *'Human Resources Manager.'*

Added: *'the Human Resources Department.'*

14.02 PERSONNEL ACTION FORM

Deleted: *'Human Resources Manager'*

Added: *'Chief Human Resources Officer'*

17.13 WORKERS' COMPENSATION

Deleted: *'Human Resources Manager'*

Added: *'Chief Human Resources Officer'*

18.04 SICK LEAVE

Deleted: *'Human Resources Manager'*

Added: *'Chief Human Resources Officer'*



“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 June 8, 2026 meeting, to be effective July 1, 2026.”



Brazos River Authority



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