



Amendments to the Personnel Policies

***Presented By
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Human Resources Manager***



Proposed additions to the Human Resources Policies:

6.12 Teleworking

'The Brazos River Authority (BRA) considers teleworking to be a viable, flexible work option when both the employee and job duties are suited to such an arrangement. Teleworking is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the BRA. When evaluating the suitability of teleworking arrangements, management will focus first on the business needs of the organization.'

Employees who are approved to telework by their direct supervisor, are expected to be actively working and productive during normal work hours unless a flexible work schedule has been approved by management. Employees are required to accurately record all time worked in the BRA's time recording system and non-exempt employees may not exceed forty (40) hours per week without prior written authorization from management. Teleworking employees must continue to adhere to all BRA policies and procedures and ensure that all safety and security standards are maintained and followed.'



7.10 Communicable Diseases

'BRA will not discriminate against any job applicant or employee based on the individual having a communicable disease. However, the BRA reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.'

BRA shall base decisions involving employees who have communicable diseases on current and well-informed medical judgements concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. BRA will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease, and every effort will be made to ensure sufficient safeguards are in place to maintain confidentiality for persons who have communicable diseases.'



18.14 Legislatively Mandated Leave

'The Brazos River Authority (BRA) will comply with all applicable federal and state legislatively mandated leave entitlements.'

Renumbered policies in Section 18 following the addition of policy 18.14

Proposed revisions to the Human Resources Policies:

1.08 Equal Employment Opportunity and 1.10 Harassment

Added language stating that the BRA will not discriminate against individuals based on their sexual orientation or gender identity.



7.03 Employee Responsibilities and Reports

This policy states that employees must report to their supervisor if they are unable to perform their job in a safe manner. In recognition of HIPAA privacy laws, the option to contact Human Resources was added to the policy. Language was added requiring employees to report timely, and report if they have a communicable disease that poses a significant risk to the health of others; in addition, employees must comply with any requirements imposed during the enactment of an emergency action plan.

8.03 Drug and Alcohol Use

Added the following language to the beginning of the last paragraph and deleted the word 'covered' [employee]: *'Although some hemp-derived or CBD products are no longer considered by the government to be controlled substances, the use of these products will not be an excuse for a positive drug screen.'*



12.01 Conflict Resolution

Added sexual orientation and gender identity to the types of allegations that apply to the conflict resolution policy.

12.02 Requests for Conflict Resolution

Changed the requirement for employees to submit their completed conflict resolution form '*within 10 days of the initial complaint*', to submit their completed form '*10 days following the receipt of the form*'. This change will provide employees a full 10 days to complete the form.

18.17 Termination of Employment

Added '*or administrative leave of absence*' to the second sentence of the first paragraph, clarifying that should an employee be unable to return to work following an administrative leave absence, their date of termination will be determined based on the individual's circumstances.



“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 26, 2020 meeting, to be effective November 1, 2020.”



Brazos River Authority



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