



Amendments to the Personnel Policies

***Presented by
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Human Services Manager***



HR Policy 5.15 Diver Compensation

- BRA recognizes the benefit of having certified divers on staff and will compensate employees accordingly.
- Qualified employees will receive a one-time bonus upon obtaining a designated diving certification.
- In addition, certified divers will receive a stipend when directly performing diving activities for BRA business purposes.
- Only employees who are certified divers are eligible for diver compensation.
- Certified divers are responsible for providing copies of their valid certifications and keeping supervisors informed of any changes in the status of their certifications.



Revise the following policies:

HR Policy 4.01 Categories of Employment

The fifth paragraph of this policy was revised to change the basis of the 60-day introductory requirement for a transitioning employee from work days, to calendar days, which is consistent with the requirement for employees who are originally hired as full-time.

HR Policy 18.05 Sick Leave Pool

This policy was revised to better mirror the Sick Leave Pool statute as it relates to the purpose, eligibility requirements, method for employees to contribute time, and the process for employees to request to use time from the sick leave pool.



HR Policy 18.06 Family and Medical Leave & HR Policy 18.07 FMLA – Military Family Exigency Leave

The first sentence of the second paragraph in both FMLA policies was revised to provide employees the option to avail themselves of FMLA when they have a qualifying FMLA event and directs them to complete a FMLA Request form if they choose to avail themselves of FMLA.

HR Policy 18.12 Other Leaves of Absence Without Pay

Delete the second to last paragraph that states an employee will receive an adjusted date of hire when they return from a leave of absence without pay.



“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 30, 2017 meeting, to be effective November 1, 2017.”



Brazos River Authority