



RIVERBEND RESOLUTION NO. 20160608-02

AUTHORIZING THE APPROVAL OF AN AMENDMENT TO OVERTIME AND SICK LEAVE SECTIONS OF THE PERSONNEL MANUAL OF THE RIVERBEND WATER RESOURCES DISTRICT

WHEREAS, Riverbend Water Resources District is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code of the State of Texas;

WHEREAS, Riverbend Water Resources District adopted a personnel manual on March 2, 2016 in preparation of the transfer of certain wet utilities from TexAmericas Center to the District;

WHEREAS, Riverbend Water Resources District desires to clarify certain policies and procedures of its personnel manual, specifically regarding overtime and sick leave; and

WHEREAS, a clarification by amendment of the personnel manual of certain policies and procedures regarding overtime and sick leave is necessary in order to provide a uniform understanding with respect to all employees;

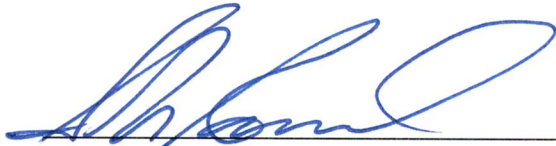
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Riverbend Water Resources District, hereby adopts the following amendments regarding overtime and sick leave to its Personnel Manual dated March 2, 1016, specifically:

- 1) Section 4.10: regarding certain full-time, exempt employees, "This overtime may be used as a factor in granting or denying paid leave other than vacation or sick leave, may only be granted by the HR Manager or Executive Director/CEO, and may only be granted within the same pay period;"
- 2) Section 4.10: regarding work week for over-time, "For purposes of calculating overtime for non-exempt employees, the work week begins at 12:00 a.m. on Saturday and ends 168 hours later at 11:59 p.m. on the following Friday;"



- 3) Section 5.4: "If you call in sick, you may be required to provide your supervisor with a doctor's note on the day you return to work. The determination of whether your absence will require a doctor's note is at the sole discretion of the HR Manager and/or Executive Director/CEO;" and
- 4) Section 5.4: "Accrued, unused sick time can be carried over from one year into the next. The maximum allowable accumulation of sick time is 550 hours for employees employed as of June 8, 2016. For employees employed after June 8, 2016, the maximum allowable accumulation of sick time is 250 hours. No sick time above the maximum allowable is accrued."

PASSED and APPROVED this 8th day of June, 2016



Sean Rommel, President

ATTEST:



Fred Milton, Secretary