



## **RIVERBEND RESOLUTION NO. 20180926-01**

### **AUTHORIZING THE APPROVAL OF AMENDMENTS TO THE PERSONNEL POLICY 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; and

**WHEREAS**, Riverbend Water Resources District first adopted a Personnel Policy Manual on March 2, 2016; adopted amendments to the manual on October 12, 2017; and

**WHEREAS**, Riverbend Water Resources District desires to update and clarify certain policies and procedures of its current Personnel Policy Manual; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Riverbend Water Resources District hereby adopts the following amendments regarding releases of employees' personal information, check signing authorization, and the addition of a new Leave Without Pay Policy; as follows:

With regards to Section 4-5 Personnel Files, the policy shall allow employees to complete an Opt-Out form protecting personal information of employees in the event a public records request is made for such personal information.

With regards to Section 6-6 Check Writing Policy, the policy shall incorporate a change approved March 28, 2018 – All checks over \$25,000.00 require two (2) signatures, one of which must be a member of the Board of Directors.

With regards to Section 7-4 Leave Without Pay (new), the policy shall allow The Executive Director/CEO may grant leaves of absence without pay requested by regular, full time employees that have successfully completed a 90-day probationary period. If the request of a Leave Without Pay is approved, it will be granted in increments of four (4) week periods, not to exceed twelve (12) weeks within any calendar year. Leave Without Pay may only be requested in the event the employee exhausts all of his/her accrued sick leave and annual leave. The initial request for such leave shall be in writing and submitted in advance of the date the employee will commence such leave. Each request to extend leave for additional four (4) week periods shall be submitted in writing no less than five (5) business days prior to the expiration of the existing leave. In granting such



leave, the Executive Director/CEO shall give primary consideration to the District's need for the employee's services. Leave Without Pay may be granted for any legitimate purpose; however, employees will be obligated to show that granting such leave is in the interest of the District. An example of a legitimate purpose is medical with documentation from the prescribing doctor.

While utilizing Leave Without Pay, the employee will not accrue additional sick or annual leave. The employee will also be responsible for the cost of any insurance premiums; the District will not pay any insurance premiums on behalf of the employee. In addition, the District will not make any employer matched contributions to any retirement plan during the leave period.

While utilizing Leave Without Pay, the employee will not perform work for any other employer.

**PASSED and APPROVED this 26<sup>th</sup> day of September, 2018**

  
\_\_\_\_\_  
Marshall Wood, President

ATTEST:

  
\_\_\_\_\_  
Sean Rommel, Secretary