



**RIVERBEND RESOLUTION NO. 20211027-02**

**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, 2016, September 26, 2018 and January 22, 2020, March 24, 2021, and August 25, 2021; and

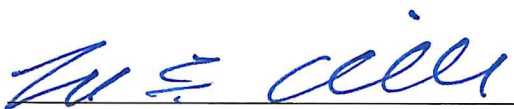
**WHEREAS**, Riverbend Water Resources District desires to update certain policies and procedures of its Personnel Policy Manual; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Riverbend Water Resources District hereby adopts the amended section of the Personnel Policy Manual as attached.

**PASSED and APPROVED this 27<sup>th</sup> day of October 2021**

  
Tina Veal Gooch, President

ATTEST:

  
Fred Milton, Secretary

Attached: Personnel Policy Manual Amendments



## 4-2 Probationary Period

The first one hundred eighty (180) days of your employment is a probationary period. This is an opportunity for Riverbend to evaluate your performance. The District will conduct a formal performance review at the end of the probationary period.

Employees who are in the probationary period are not eligible for full District benefits until the probationary period is successfully completed. The benefits that will become available once the probationary period is successfully completed are as follows: employer matching contributions to the retirement plan, District uniforms, and reimbursement for steel-toed boots and work pants. The use of annual leave or sick leave is not approved during the probationary period. Employees who are in the probationary period are eligible for full medical, dental and vision benefits as well as a District provided cell phone, paid holidays and overtime pay as approved by the supervisor.

Riverbend may extend the probationary period if it desires at its discretion. Completion of the probationary period does not alter an employee's at-will status.

## 5-2 Holidays

Full-time employees will be paid for the following holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day and following Friday  
Christmas Holidays\*

\*If Christmas Day falls on Sunday, Monday, Tuesday, or Wednesday the Christmas holidays would be observed on Monday, Tuesday, and Wednesday of that week. If Christmas Day falls on Thursday, Friday, or Saturday the Christmas holidays would be observed on Wednesday, Thursday, and Friday of that week.

When holidays fall or are celebrated on a regular workday, full-time employees will receive one (1) day's pay at their regular straight-time rate. Should a District recognized paid holiday fall on a Saturday, the holiday will generally be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will generally be observed on the following Monday.

Non-exempt employees who work a scheduled shift on a holiday will receive a double time rate for those scheduled hours worked. Prior to working any hours over the scheduled holiday shift, the employee must first get verbal approval from the supervisor, followed by a written confirmation from the supervisor to the HR Manager and the Executive Director/CEO. These additional hours will also be paid at the double-time rate.

If a holiday falls within a full-time employee's approved sick leave or annual leave, the employee will be paid for the holiday (at the regular straight-time rate) and not charged for the sick day or vacation day. If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate). If a holiday falls within maternity leave the holiday will not be paid.

Holidays will be considered a day physically worked for purposes of calculating overtime.