



**RIVERBEND RESOLUTION NO. 20220323-02**

**AUTHORIZING THE APPROVAL OF AMENDMENTS TO THE PERSONNEL  
POLICY MANUAL OF THE RIVERBEND WATER RESOURCES DISTRICT**

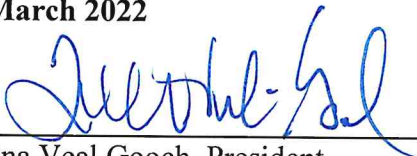
**WHEREAS**, Riverbend Water Resources District is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code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

**WHEREAS**, Riverbend Water Resources District first adopted a Personnel Policy Manual on March 2, 2016 and has updated policies as needed; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Riverbend Water Resources District hereby adopts the amendment(s) to the Personnel Policy Manual as attached.

**PASSED and APPROVED this 23<sup>rd</sup> day of March 2022**

  
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Tina Veal Gooch, President

ATTEST:

  
\_\_\_\_\_  
Fred Milton, Secretary

Attached: Personnel Policy Manual Changes



## **4-7 Working Hours and Schedule**

You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of the business, the Executive Director/CEO may need to change individual work schedules on either a short-term or long-term basis. Riverbend Administration Office is normally open for business from 8:00 a.m. to 5:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday. The Operations Manager will set the schedule for all employees except administrative staff as needed for the most efficient operation of the Wet Utility. No work should be done by an employee who is off the clock.

Employees will be provided meal and rest periods as required by law. Your supervisor will provide further details.

An employee in the maintenance department will be scheduled to be on call during the work week which begins at 12 a.m. on Saturday and ends 168 hours later at 11:59 p.m. on the following Friday. A call-out is defined as an unscheduled request made by management for an employee to return to work to do unforeseen or emergency work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift. An on-call employee who is called back to work outside his or her normal work schedule will be paid for the time worked or a minimum of two (2) hours, whichever is greater. Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, they will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceeds 40 hours. Please see Section 4-10: Overtime and Section 5-2: Holidays regarding hours used to calculate overtime or double-time pay.

Employees who are on call must adhere to all District policies. Any variance from such policies may result in disciplinary action, up to and including termination.