



RIVERBEND RESOLUTION NO. 20240327-01

**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 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 27th day of March 2024



Steve Mayo, President

ATTEST:


Tina Veal-Gooch, Secretary
Sonia Inabando

Attached: Personnel Policy Manual Changes



6-3 Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you will be allowed paid time off of up to forty (40) hours to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes any individual related to the employee in the first or second degree of consanguinity (blood) or the first or second degree of affinity (marriage), or other individuals as approved by the Executive Director/CEO. Please see the chart of Consanguinity and Affinity at the end of this manual for further clarification. You must inform your supervisor and submit a leave request prior to commencing bereavement leave. In administering this policy, the District may require verification of death. Employees using bereavement leave will be paid without a deduction in annual leave or sick leave balances. Bereavement leave will not be used to calculate overtime.