



# CITY OF ARANSAS PASS

## AGENDA MEMORANDUM

City Council Meeting of June 4, 2018

Date: June 4, 2018

To: Mayor and City Council

From: Gary Edwards, City Manager

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Title: Proposal to Complete and Update the City's Personnel Policy Manual

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**PURPOSE:** The City is in need of updating it's personnel policy.

**BACKGROUND AND FINDINGS:** The City has not updated its personnel policy in many years. The current manual has had many amendments and even handwritten changes. It is not in compliance with updated federal and state personnel laws. Staff formed a committee in recent years to discuss and propose updates, but many of those suggestions, which were never implemented nor legally reviewed, will be out-of-date. This current approach will combine the language and topics of the current manual with many of the suggestions of the staff produced document and, if appropriate, integrate those with the most current personnel laws and produce a modern and up-to-date Personnel Manual.

**CONFORMITY TO CITY POLICY:** It will conform when the updated Personnel Manual is completed

**EMERGENCY/NON-EMERGENCY:** Non-Emergency

**FINANCIAL IMPACT:** A not to exceed cost of \$6,000

**RECOMMENDATION:** The Personnel Director and City Manager recommend approval

**LIST OF SUPPORTING DOCUMENTS:** Written agreement with Denton, Navarro, Rocha of Harlingen, Tx.