



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING CHAPTER 30, SECTION 30-2, CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY DELETING THIS SECTION IN ITS ENTIRETY AND REPLACING IT WITH A NEW PERSONNEL POLICY, PROVIDING A SAVINGS CLAUSE; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

DEPARTMENTS: Administration

PROPOSED ACTION: Review, revise if necessary and adopt Ordinance

BACKGROUND: The last revision to the City of Elgin's Personnel Policies and Procedures were adopted on March 15, 2005. Over the past several years, attempts have been made to recast existing policies in the form of a revised document that took into consideration the growth and size of the City and changes in federal and state laws and proscriptions that impact administration of HR functions.

The proposed Personnel Policy document referenced in the Ordinance provides a comprehensive and updated version of said policies that will guide administration of HR practices and procedures into the future. Actual day to day administrative procedures will be defined in the City of Elgin HR Procedures Manual as established by the City Manager which is designed to implement Council approved Policies at the operational level.

A draft copy of the HR Policies was provided to the City Council for review and comment at its first meeting in January. Revisions made since then will be presented and reviewed for consideration at this current meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {x} N/A

RECOMMENDATION: Adopt Ordinance as presented to be effective July 1, 2020.

ATTACHMENTS: Ordinance with copy of Revised Personnel Policies.

{X} Staff will be making a detailed presentation on this agenda item at the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.