



# Agenda Item Report

|                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>Legislative Board:</b>       | Buda Economic Development Corporation |
| <b>Date:</b>                    | July 13, 2026                         |
| <b>Contact:</b>                 | Shannon Cameron, Office Manager       |
| <b>Agenda Item ID / Number:</b> | 2026-240- / 7.3                       |

|                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM TITLE:</b> Discussion and possible action to approve and adopt updates to the Buda EDC's Personnel Policy and Employee Handbook. |
|------------------------------------------------------------------------------------------------------------------------------------------|

## 1. EXECUTIVE SUMMARY

Staff is presenting the proposed July 2026 Employee Handbook & Personnel Policy for Board consideration. The update preserves the core employment framework from the October 2025 Board-approved handbook while improving organization, readability, Buda EDC branding, and policy clarity. Major updates include Buda EDC history, mission and values, expanded governance and ethics provisions, clarified City-administered benefits language, updated holiday work and leave practices, and new operational policies for remote work, travel, public information/open meetings, whistleblower protections, gifts and gratuities, and professional development. Specific updates were required for payroll administration and all wording was reviewed with Buda EDC's payroll and HR providers, City of Buda payroll/finance department, and the Buda EDC general counsel for approval prior to presenting to the Board.

## 2. BACKGROUND/HISTORY

The current Employee Handbook was approved by the Board on October 6, 2025. Since that time, staff and legal counsel have reviewed the handbook to better align the document with Buda EDC's operations, its relationship with the City of Buda for certain administrative and benefit services, and current internal practices. The proposed version also improves the document's employee-facing format by adding section organization, visual elements, and plain-language structure.

## 3. ANALYSIS

## 4. FINANCIAL IMPACT

No direct budget amendment is requested as part of handbook approval.

## 5. STRATEGIC PLAN/GOALS

## 6. STRATEGIC PLAN OBJECTIVES

## 7. PROS AND CONS

## 8. ALTERNATIVES

## **9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION**

### **Attachments:**

[Buda\\_EDC\\_Employee\\_Handbook\\_Update\\_Executive\\_Summary.docx](#)

[Buda EDC Employee Handbook 7.13.26 Final.docx](#)