



Agenda Item Report

Legislative Board: City Council
Date: April 1, 2025
Contact: Matthew Wright
Agenda Item ID / Number: 2025-248- / J.3

ITEM TITLE: Deliberation and possible action to adopt a Resolution amending the City of Buda Employee Handbook and Personnel Policy Manual to authorize the recommended changes and updates, including the City of Buda Core Values (Human Resources Director Matthew Wright) [PUBLIC TESTIMONY]

1. EXECUTIVE SUMMARY

The Employee Handbook and Personnel Manual was last updated in August 2023. The requested updates reflect current law updates and retention strategies for staff.

2. BACKGROUND/HISTORY

The Employee Handbook establishes employee personnel policies that govern operations for City of Buda employees. The Handbook is updated periodically, with a major update completed in 2023. All revisions are reviewed by the City Attorney for compliance with state and federal laws.

3. ANALYSIS

Updates were made in the following sections:

- Updated Core Values
- 3.55.1 Overtime Pay for Sworn Personnel
- 3.65 Compensatory Time for Exempt Employees
- 3.80 Bilingual Skill Pay
- 4.10 Bereavement Leave
- 4.30 Paid Parental Leave Policy (New Section)
- 5.10 Longevity Pay
- 5.40 Tuition Reimbursement
- 7.20 Attendance
- 7.21 Telework and Alternative Work Schedules
- 9.40 Types of Testing
- Tik Tok Policy Addendum

4. FINANCIAL IMPACT

None

5. STRATEGIC PLAN/GOALS

EXCEPTIONAL CITY SERVICES WITH A LOW TAX RATE

6. STRATEGIC PLAN OBJECTIVES

To hire, train, and retain a top-quality City workforce. To provide retention strategies and maintain up-to-date policies and procedures.

7. PROS AND CONS

Pros: Adjusts personnel policies to meet employment laws and to reflect the organizational culture of Buda.

Cons: None.

8. ALTERNATIVES

The City Council may provide guidance and direction on the personnel policies. The proposed policies have been recommended by the City Manager, Human Resources Director, and have been reviewed by the City Attorney.

9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION

Staff seeks the Council's directive to adopt or reject the Resolution authorizing the recommended updates and changes to the 2025 Employee Handbook and Personnel Policy.

Attachments:

[Resolution - Amend Employee Personnel Policies and Procedures.pdf](#)
[Policy Revision PPT - Council \(2\).pdf](#)
[Supplemental Link I3.pdf](#)