

	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Anzollitto  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Boyd  <input type="checkbox"/> 4 = Cisneros  <input type="checkbox"/> 5 = Colvin  <input type="checkbox"/> All </div>
<b>DESCRIPTION</b>	CONSIDER RESOLUTION NO. 2016-R84; A RESOLUTION APPROVING CHANGES TO THE PERSONNEL POLICIES MANUAL FOR THE CITY OF BOERNE, TEXAS.
<b>STAFF'S RECOMMENDED ACTION (be specific)</b>	Approve Resolution No. 2016-R84; Approving Changes To The Personnel Policies Manual For The City Of Boerne, Texas.
<b>CONTACT PERSON</b>	Linda S. Zartler, Assistant City Manager
<b>SUMMARY</b>	<p>From time to time it becomes necessary for the City to adjust/amend its policies for personnel. The following changes are being proposed: (Highlighted areas are amended.)</p> <p>2.19 – Personal Communication Devices – clarification regarding personal use of communication devices (cell phones)</p> <p>3.01 – Use of Cell Phone While Operating a Vehicle – clarification that all employees must follow state law of prohibiting use of a cell phone while driving.</p> <p>7.08 – Overtime and Leave Taken. Removing the calculation of paid sick leave to be counted towards hours worked for overtime purposes. This will go into effective the first full pay period of October, 2016.</p> <p>9.12.09 - Family and Medical Leave – Holidays. Allows for an employee on FMLA leave to receive holiday pay as long as the employee is on paid FMLA leave.</p>
<b>COST</b>	N/A
<b>SOURCE OF FUNDS</b>	N/A
<b>ADDITIONAL INFORMATION</b>	

This summary is not meant to be all inclusive. Supporting documentation is attached.

**Form Revised 6/1/16**