

CITY OF HUMBLE

RESOLUTION NO. 17-781

A RESOLUTION OF THE CITY OF HUMBLE, TEXAS, AMENDING SECTION 6.08 “LEAVE OF ABSENCE – PERSONAL BUSINESS LEAVE OR EXTENDED LEAVES DUE TO PENDING INVESTIGATION” AND SECTION 6.20 “FAMILY AND MEDICAL LEAVE ACT” OF THE CITY OF HUMBLE PERSONNEL POLICIES.

WHEREAS, the City Council of the City of Humble, Texas deems it a necessity to amend Section 6 08 “Leave of Absence – Personal Business Leave or Extended Leaves Due to Pending Investigation” of the Personnel Policies of the City of Humble to read as follows.

6 80 LEAVE OF ABSENCE – PERSONAL BUSINESS LEAVE OR EXTENDED LEAVES DUE TO PENDING INVESTIGATION Unpaid leaves for personal reasons may be granted for up to 30 days upon the written request of an employee to the Human Resources Department and the appropriate department head. Personal Business Leaves require the approval of the City Manager Requests for unpaid leave for personal reasons will only be granted if accrued vacation time, floating holiday and comp time, if any, has been exhausted. Approval of unpaid leave is discretionary, based on the employee’s workload and responsibilities, job performance, and length of service. While on leave employees are required to report periodically to their supervisor regarding the status of their situation and their intent to return to work.

Unpaid leaves of absence for involuntary suspension pending investigations related to actions of the Police Department or Fire Department employees may be granted upon written request by the Chief of Police or Fire Chief to the Human Resources Department. These leaves require the approval of the City Manager

The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the employee or the employee’s family is receiving through the City during this leave period, unless otherwise provided by law Employee will not accrue leave benefits (i.e. vacation, sick, etc.) while on unpaid leave. In extenuating circumstances, which will be reviewed on a case by case basis, when it is deemed appropriate the City may assist with the City portion of an employee’s insurance coverage. This requires the approval of the City Manager *An employee’s anniversary date (date of employment) will be adjusted to reflect the amount of time off due to personal business leave or extended leaves due to pending investigation.*

While on an extended leave beyond thirty (30) days, employees are required to report periodically to their supervisor, at least every thirty (30) days, regarding the status of their situation and their intent to return to work.

If at the end of the leave, an employee is not able to return to their job either because they no longer meet the requirements of the position or they choose to not return to employment with the City, the employee's employment will be terminated.

WHEREAS, the City Council of the City of Humble, Texas deems it a necessity to amend Section 6.20 "Family and Medical Leave Act" of the Personnel Policies of the City of Humble by striking a portion text of section 6.20 to read as follows.

6.20 FAMILY AND MEDICAL LEAVE ACT Pursuant to the Family and Medical Leave Act (FMLA), employees that have been employed by the City for at least one year and have worked at least 1250 hours are eligible to take up to 12 weeks of leave in any 12 month period for the occasion of the birth or adoption of a child or when the employee or dependent experiences a serious health condition. FMLA leave shall be unpaid except where the employee has accrued vacation, sick or personal leave. Employees must utilize any accrued paid leave (vacation, sick, personal) for periods of unpaid leave. Under the act, serious health condition will be defined as any illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. The employee medical, dental and life insurance premiums as well as the portion of the dependent premiums normally paid by the City will be paid for the employee during the 12 week leave providing the employee returns to work when the 12 week leave has ended. The employee will be responsible to pay his/her portion of the dependent premiums during the leave.

Whenever possible, requests for family or medical leave shall be arranged at least 30 days in advance with the department administrator. If the employee's spouse is also a City employee, combined leaves may not exceed 12 weeks. During the absence on family and medical leave, the employee must call his/her department administrator at least once a week to inform them of his/her status and their intent to return to work at the end of their leave. The City maintains the right to ask for documentary evidence in all cases of medical and family leave, and to require second opinions.

Sick leave and vacation time will not accrue while the employee is on any unpaid leave. ~~An employee's anniversary date (date of employment) will be adjusted to reflect the amount of time off under FMLA.~~

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HUMBLE TEXAS:

Section 1. That the City Council of the City of Humble, Texas does hereby amend Section 6 08 and Section 6 20 of the Personnel Policies of the City of Humble as stated in the preamble of this Resolution.

Section 2. That this amended Section shall go into effect immediately on and from the date of passage of this Resolution.

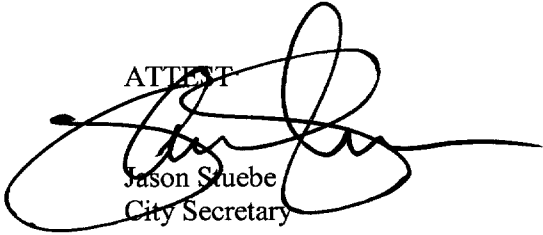
PASSED, APPROVED, AND RESOLVED this the 31st day of May, 2017

APPROVED



Merle Aaron
Mayor

ATTEST



Jason Stuebe
City Secretary

