

CITY OF HUMBLE

RESOLUTION NO. 16-767

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” OF THE CITY OF HUMBLE PERSONNEL POLICIES.

WHEREAS, the governing body of the City of Humble, Texas deems it a necessity to amend Section 6.08 of the Personnel Policies of the City of Humble as follows:

6.08 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 our 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.

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.


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 of the Personnel Policies of the City of Humble as stated in the preamble of this Resolution.

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

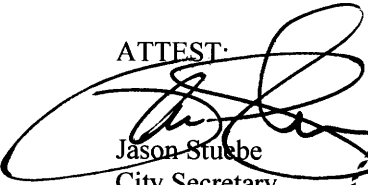
PASSED, APPROVED, AND RESOLVED this the 23rd day of June, 2016.

APPROVED:



Merle Aaron
Mayor

ATTEST:


Jason Stube
City Secretary

