

RESOLUTION NO. 2018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TERRELL, TEXAS, ADOPTING THE UPDATES TO CHAPTER 7,
AMENDING SUBSECTION A, REMOVING CHAPTER 14, TO THE
CITY OF TERRELL EMPLOYEE HANDBOOK AND DECLARING AN
EFFECTIVE DATE**

WHEREAS, the City of Terrell Employee Handbook sets forth policies and procedures for the employees of the City; and

WHEREAS, the City Council desires to maintain the most up to date information in the City Employee Handbook; and

WHEREAS, the City wishes to institute an update to the City of Terrell Employee Handbook for its employees; and

WHEREAS, the City has determined that it is in the best interest of the City of Terrell employees that the City adopt the update to the City of Terrell Employee Handbook.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TERRELL, TEXAS THAT:**

Section I.

The City Council hereby approves the attached updates to Chapter 7, amending Subsection A, removing Chapter 14, Uniformed Employees Clothing Attire And Safety Shoes, to the City of Terrell Employee Handbook.

Section II.

This Resolution shall be effective June 7, 2022.

PASSED AND APPROVED by the City Council of the City of Terrell, Texas, on this 14th day of June, 2022.



E. RICK CARMONA, Mayor

ATTEST:



Dawn Steil, City Secretary

CHAPTER 7 CONDUCT, SUBSECTION A, UNIFORMED EMPLOYEES CLOTHING ATTIRE and SAFETY SHOES

Departments required wearing safety shoes shall fall into three categories. Each category shall depict the frequency by which staff may select safety shoes. A staff member may request to amend the frequency of selection based on the job requirement and environment (i.e. working in water and/or slush a majority of time). All safety shoe costs paid by the City of Terrell.

HEAVY USE:

2 Pairs per Year

Distrib/Collection

Parks

Streets

Water Quality

Waste Water Treatment

Garage/Fleet

MEDIUM/LIGHT USE

1 Pair per Year

Garage

Supervisors

Inspection

Code Enforcement

Meter Reader/Customer Service

- Part-time, seasonal and temporary employees will be required to provide their own safety shoes.

VENDOR

Safety shoe vendor selection will be a collaborative effort between the Human Resources Department and Department Heads/Supervisors.

Employees select their own safety shoes. All safety shoes must comply with the most recent industry standard requirements under workplace safety protocol.

The Human Resource Office will coordinate the safety shoe program and payment to vendor as approved by the Finance Department.