



B R O W N S V I L L E  
P U B L I C U T I L I T I E S B O A R D

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# Regulatory/Policy Committee

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THURSDAY, NOVEMBER 2, 2023



# Call Meeting To Order

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# Public Comments

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# Discussions and Presentations

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# Policy No. 32 Dress Code & Workplace Etiquette

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE PUBLIC UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES – DR. EMILIA GUERRA

● ● ● REGULATORY/POLICY COMMITTEE

# Current Policy Outline

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Current policy was written by a consultant and was last revised and approved by the Board on May 3, 2004.

Includes extensive and outdated language not found in other organizations.

Business Casual – more formal and restrictive.

Provide specific appearance and attire regulations for men, women and uniformed employees.

# Policy Changes

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## Name Change:

- Current Name: Dress Code & Workplace Etiquette
- Proposed Name: Personal Appearance Policy

## General Changes:

- Policy was entirely rewritten to simplify and streamline language.
  - Specific standards remain on acceptable and non-acceptable clothing for non-uniform and uniformed employees
- Policy changed from gender-specific to gender-neutral
  - References to specific clothing or accessories for men or women were removed.
- Business casual standards are more relaxed but with professional image expectations
  - Business casual attire is in alignment with acceptable current industry standards

# Main Changes to Attire

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## CURRENT POLICY

Requires the use of hosiery or socks at all times (prohibits bare legs)

Restricts use of denim clothing to Friday only

Prohibits the use of athletic (sneakers), deck, and hiking styles shoes

## NEW POLICY

Hosiery or socks are no longer a requirement

Allows the use of denim clothing any day of the week

Allows the use of this footwear



# Main Changes to Personal Appearance

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## CURRENT POLICY

All tattoos must be covered during business hours

Jewelry and accessories allowed are in specific styles and quantities

## NEW POLICY

Tattoos that are large-scale, offensive or gang-related must be covered

Accessories must be professional, modest and appropriate for the job role



# Policy No. 30 – Computers, Electronic Mail & Internet Use

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE PUBLIC  
UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES – DR. EMILIA GUERRA

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

# Current Policy

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Last revised & approved by the Board on December 8, 2003.

Provides guidance for the use of computers, electronic mail and internet only.



# Proposed Policy Changes

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## Name Change:

- Current Name: Computers, Electronic Mail & Internet Use
- Proposed Name: Use of Technology

## General Changes:

- Policy was entirely rewritten to broadly incorporate all technology
  - Includes all electronic devices, hardware, software, communication systems and other technology
- Eliminates the need for Policy 33 – Cell Phone Use
  - This policy is a procedural document
  - IT to review and consider for inclusion in their procedure documents for Policy 30, if applicable
- Includes language to address state requirements:
  - Employees are required to complete assigned cyber security and other technology training
  - Employees are prohibited from installing or using applications prohibited by local, state or federal mandates





# Policy No. 26 – Family and Medical Leave Act (FMLA) Policy

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE PUBLIC UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES – DR. EMILIA GUERRA

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

# Current Policy

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Last revised & approved by the Board on December 8, 2003.

Establishes the provisions that employers can implement to administer FMLA leave and offers employees guidance on how to exercise their right.



# Proposed Policy Changes

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## General Changes:

- Policy was modified to identify mandated provisions and those set by BPUB for the administration of this policy as permitted by law.
- Added language to comply with military caregiver leave
- Added the required FMLA notice (as amended)
  - Notice: Employee Rights Under the Family and Medical Leave Act





# BPUB Policies & Procedures Manual

PRESENTATION AND DISCUSSION OF THE BROWNSVILLE PUBLIC UTILITIES BOARD  
PERSONNEL POLICIES & PROCEDURES REVIEW AND UPDATE PLAN – DR. EMILIA GUERRA

● ● ● R E G U L A T O R Y / P O L I C Y C O M M I T T E E

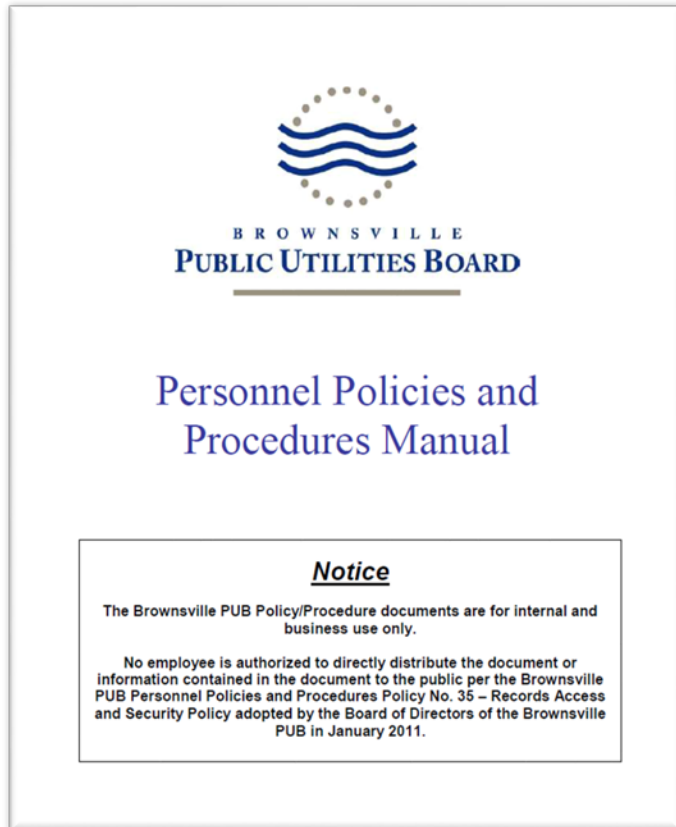


# Policies by Group Category

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# Personnel Policies & Procedures



Group Category	Count
Benefits	4
Classification and Compensation	2
Employment	7
Paid and Unpaid Leave	8
Performance Expectations	2
Safety	1
Standards of Conduct	5
Workplace	12
<b>Total</b>	<b>41</b>



# Policies by Group Category

- Benefits
- Classification and Compensation
- Employment
- Paid and Unpaid Leave

## **Benefits**

- No. 14 - Workers' Compensation & Return to Work Policy
- No. 20 - Educational Assistance Program
- No. 21 - Retirement
- No. 23 - Insurance

## **Classification and Compensation**

- No. 3 - Position Classification Manual
- No. 4 - Classification and Compensation Policy

## **Employment**

- No. 15 - Hours of Work & Overtime
- No. 19 - Grievance Policy
- No. 2 - Employment & Personnel Procedures
- No. 22 - Job Vacancy - Layoff - Recall - Length of Service - Death
- No. 39 - Nepotism Policy
- No. 40 - Equal Employment Opportunity Policy
- No. 5 - Appointments

## **Paid and Unpaid Leave**

- No. 10 - Holiday Leave
- No. 11 - Funeral Leave
- No. 12 - Military Leave
- No. 13 - Leave Without Pay
- No. 16 - Jury Duty
- No. 26 - Family & Medical Leave Act
- No. 8 - Sick Leave Policy
- No. 9 - Vacation Leave Policy



# Policies by Group Category

- Performance Expectations
- Safety
- Standards of Conduct
- Workplace Policies

## **Performance Expectations**

No. 6 - Probationary Period

No. 7 - Performance Appraisal Policy

## **Safety**

No. 28 - Safety Policy Statement

## **Standards of Conduct**

No. 1 - Policy, Business Ethics & Conduct Statements

No. 25 - Harassment

No. 29 - Substance Abuse Prevention Policy

No. 36 - Conflict of Interest

No. 37 - Fraternalization

## **Workplace Policies**

No. 17 - Outside Employment or Business Activity

No. 18 - Discipline Policy

No. 24 - Travel Policy

No. 27 - Departmental Rules & Regulations

No. 30 - Computers, Electronic Mail & Internet Use

No. 31 - Emergency Response

No. 32 - Dress Code & Workplace Etiquette

No. 33 - Cell Phone Use

No. 34 - Vehicle Use

No. 35 - Records Access & Security

No. 38 - Prohibited Weapons Policy

No. 41 - ADA and Reasonable Accommodation Policy



# Revision Date of Current Policies

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# Revision Date of Current Policies

Policies reviewed in the past five years

<b>Policy No</b>	<b>Policy</b>	<b>Last Revised</b>	<b>Time *</b>
8	Sick Leave Policy	Jun-2023	0y -4m
18	Discipline Policy	Jun-2021	2y -4m
38	Prohibited Weapons Policy	Feb-2021	2y -8m
7	Performance Appraisal Policy	Dec-2020	2y -10m
40	Equal Employment Opportunity Policy	Nov-2020	2y -11m
41	ADA and Reasonable Accommodation Policy	Nov-2020	2y -11m
9	Vacation Leave Policy	Sep-2020	3y -1m
39	Nepotism Policy	Nov-2018	4y -11m
4	Classification and Compensation Policy	Aug-2018	5y -2m
19	Grievance Policy	Aug-2018	5y -2m
29	Substance Abuse Prevention Policy	Feb-2018	5y -8m

\*The time column for the policies listed reflects the elapsed time from the last revised date to October 31, 2023.



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# Revision Date of Current Policies

Policies reviewed 6 to 20 years ago

\*The time column for the policies listed reflects the elapsed time from the last revised date to October 31, 2023.

<b>Policy No</b>	<b>Policy</b>	<b>Last Revised</b>	<b>Time *</b>
37	Fraternization	Nov-2007	15y -11m
21	Retirement	Aug-2007	16y -2m
10	Holiday Leave	Mar-2007	16y -7m
15	Hours of Work & Overtime	Oct-2005	18y -0m
20	Educational Assistance Program	Oct-2005	18y -0m
32	Dress Code & Workplace Etiquette	May-2004	19y -5m



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# Revision Date of Current Policies

Policies listed were last revised in December 2003 (20 years ago).

<b>Policy No</b>	<b>Policy</b>
1	Policy, Business Ethics & Conduct Statements
2	Employment & Personnel Procedures
3	Position Classification Manual
5	Appointments
6	Probationary Period
11	Funeral Leave
12	Military Leave
13	Leave Without Pay
14	Workers' Compensation & Return to Work Policy
16	Jury Duty
17	Outside Employment or Business Activity
22	Job Vacancy - Layoff - Recall - Length of Service - Death
23	Insurance
24	Travel Policy
25	Harassment
26	Family & Medical Leave Act
27	Departmental Rules & Regulations
28	Safety Policy Statement
30	Computers, Electronic Mail & Internet Use
31	Emergency Response
33	Cell Phone Use
34	Vehicle Use
35	Records Access & Security
36	Conflict of Interest





# Policy Update Strategies

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# Strategy 1 – Consultant Assisted

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Approximate Cost: \$45,0000

## Timeline:

Procurement Process	45 days
Est. Substantial Completion	120 days
<u>Est. Implementation</u>	<u>30 days</u>
Total	195 days

# Strategy 2 – In-House

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Approximate Cost: Depending on Legal Review for Compliance

## Timeline:

Policies Review & Update	410 days
3 per month (41/3)	
New Policies	30 days
Monthly	
<u>Implementation</u>	<u>30 days</u>
Total	470 days

# Staff Recommendation

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## Strategy 2

### Approach

- HR will subscribe to the SHRM Employee Handbook Builder platform to use as a resource to develop policies. (Cost is minimal at \$400 per year)
- HR will make any and all efforts necessary to fulfill the stated goal of reviewing and updating three policies per month.
- The implementation of the revised policies will be reliant on the approval from senior management of the final draft and board's final approval.

# Policies Update Timeline

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# Policies Update Timeline

## Tier 1 Policies

Policies identified by legal counsel based on compliance as first priority

<b>Policy No.</b>	<b>Policy</b>
1	Policy, Business Ethics & Conduct Statements
12	Military Leave
14	Workers' Compensation & Return to Work Policy
18	Discipline Policy
25	Harassment
26	Family & Medical Leave Act

## Timeline:

Policies Review & Update (Substantial Completion)	60 days
<u>Implementation</u>	<u>30 days</u>
Total	90 days

November 2023 – January 2024

# Policies Update Timeline

## Tier 2 Policies

Policies recognized by staff where information needs to be clarified or organizational demands have changed

<b>Policy No.</b>	<b>Policy</b>
3	Position Classification Manual
5	Appointments
6	Probationary Period
15	Hours of Work & Overtime
20	Educational Assistance Program
22	Job Vacancy - Layoff - Recall - Length of Service - Death

## Timeline:

Policies Review & Update (Substantial Completion)	60 days
<u>Implementation</u>	<u>30 days</u>
Total	90 days

February 2024 – April 2024

# Policies Update Timeline

## Tier 3 Policies

Staff identified new policies to address the organization's changing demands.

<b>Policy No.</b>	<b>Policy</b>
TBD	Investigation and Complaint Policy
TBD	Non-Disclosure Policy
TBD	Non-Compete Policy
TBD	Rehire/Reinstatement Policy

## Timeline:

Policies Review & Update (Substantial Completion)	60 days
<u>Implementation</u>	<u>30 days</u>
Total	90 days

May 2024 – July 2024



# Policies Update Timeline

## Tier 4 Policies

Housekeeping on remaining Policies.

No.	Policy	No.	Policy
2	Employment & Personnel Procedures	27	Departmental Rules & Regulations
4	Classification and Compensation Policy	28	Safety Policy Statement
7	Performance Appraisal Policy	29	Substance Abuse Prevention Policy
8	<b>Sick Leave Policy</b>	30	<b>Computers, Electronic Mail &amp; Internet Use</b>
9	Vacation Leave Policy	31	Emergency Response
10	Holiday Leave	32	<b>Dress Code &amp; Workplace Etiquette</b>
11	Funeral Leave	33	<b>Cell Phone Use</b>
13	Leave Without Pay	34	Vehicle Use
16	Jury Duty	35	Records Access & Security
17	Outside Employment or Business Activity	36	Conflict of Interest
19	Grievance Policy	37	Fraternization
21	Retirement	38	Prohibited Weapons Policy
23	Insurance	39	Nepotism Policy
24	Travel Policy	40	Equal Employment Opportunity Policy
		41	ADA and Reasonable Accommodation Policy

### Timeline:

Policies Review & Update (Substantial Completion)	210 days
<b>Total</b>	<b>210 days</b>

August 2024 – February 2025

# Questions?





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# Discussion and/or Requests for Future Agenda Items

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# Adjournment

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