



**ORDINANCE 041222-1(O)**  
**Amending Personnel Policies and Procedures Manual**

**AN ORDINANCE OF THE CITY OF LEONARD, TEXAS AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL TO REMOVE THE 90-DAY WAITING PERIOD ON BENEFITS FOR NEW HIRES.**

**WHEREAS**, the City of Leonard has adopted Personnel Policies and Procedures Manual at an open meeting on February 9, 2016 to guide the operations and provision of public service, and that manual is subject to review and may be amended from time to time; and

**WHEREAS**, the City of Leonard finds it necessary to update said manual to better align with the policies of the benefits providers as approved by the City;

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LEONARD, TEXAS AS FOLLOWS:**

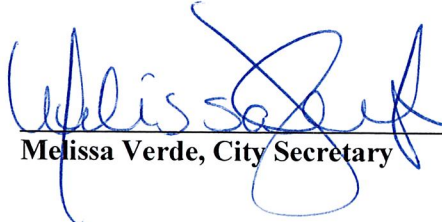
1. Selection 17.01 shall be amended to read:  
“MEDICAL AND LIFE INSURANCE: Regular full-time employees of the City are eligible for group health benefits (general medical, hospitalization, prescription drug, life insurance, and Health Reimbursement Account) on the first day of the month following their hire date. The City pays premiums for regular full-time employees for general medical, hospitalization, prescription drug, dental, vision and life insurance benefits. Eligible employees may purchase health, dental, vision and other insurance coverage for themselves or their family members.”
2. Section 17.02 shall be amended to read:  
“HEALTH REIMBURSEMENT ACCOUNT: On the first day of the month following their hire date, regular full-time employees of the City are eligible to participate in the HRA Program (Health Reimbursement Account). The City will make a monthly contribution into a flexible spending account per eligible employee. The HRA benefit card will be provided by the health plan provider, and can be used for health-related expenses that are not covered by the health benefits package, such as co-pays, deductibles, medicine, etc. Information is available in the Human Resources Department.”
3. Section 17.04 shall be amended to read:  
“RETIREMENT: The City is a member of the Texas Municipal Retirement System (TMRS). Regular full-time and eligible regular part-time employees are required to become members of TMRS and qualify for this benefit on their first day of employment. (Eligible regular part-time employees are those working more than 1,000 hours per year.) Both the employee and the City contribute to the employee’s retirement account at a rate approved by City Council. Employees who leave City employment prior to retirement will be refunded their portion of the retirement account, plus interest earned on their portion, upon request.

**PASSED AND APPROVED this 12th day of April 2022 by the City Council of the City of Leonard, Fannin County, Texas;**

	AYE	NAY	ABSTAIN	MOTION	SECOND
MAYOR MICHAEL PYE					
NOEL NIXON	X				
GARRY DOYLE	absent				
DEBRA WILCOX	X				X
BILLY WAYNE MARTIN	X			X	
AL STEPHENS	X				

ATTEST:

  
Michael Pye, Mayor

  
Melissa Verde, City Secretary