

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS, REVISING THE PERSONNEL MANUAL OF THE CITY OF DEER PARK, TEXAS, BY AMENDING THE EMPLOYEE TRAVEL POLICY.**

**WHEREAS**, the Personnel Manual of the City of Deer Park, Texas (Personnel Manual), was adopted by Resolution 80-4, dated February 22, 1980; and

**WHEREAS**, the Personnel Manual was revised by a resolution of the City Council of the City of Deer Park on November 3, 1987; and

**WHEREAS**, the Personnel Manual was revised by a resolution of the City Council of the City of Deer Park on May 20, 2003 to add an Employee Travel Policy; and

**WHEREAS**, the Personnel Manual was revised by a resolution of the City Council of the City of Deer Park on January 21, 2014 to update the Employee Travel Policy; and

**WHEREAS**, the Personnel Manual was revised by a resolution of the City Council of the City of Deer Park on March 7, 2017 to update the Employee Travel Policy; and

**WHEREAS**, the City Council desires to revise the Personnel Manual by amending the Employee Travel Policy as it relates to the allowable amount for gratuities;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS:**

(1) The City Council of the City of Deer Park hereby amends the Employee Travel Policy of the Personnel Manual as it relates to the allowable amount for gratuities, which may not exceed 18 percent unless approved by the City Manager.

(2) The Director of Human Resources of the City of Deer Park is hereby directed to revise the Employee Travel Policy of the Personnel Manual as described herein.

**DULY RESOLVED, ADOPTED, AND APPROVED** this 8<sup>th</sup> day of January, 2019.

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Jerry Mouton, Mayor, City of Deer Park

ATTEST:

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Shannon Bennett, City Secretary

APPROVED:

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Jim Fox, City Attorney