CITY OF ROUND ROCK
PERSONNEL POLICY MODIFICATIONS
2026

The following outlines the modifications made to the City of Round Rock Policies & Procedures Manual. The changes are arranged by chapter and section for easy location. The changes to the manual were made to clarify certain areas, identify new benefits, and clearly outline employee expectations. Please do not hesitate to contact HR if you have any questions about the contents of this document.

CHAPTER I GENERAL INFORMATION
SECTION 2: GENERAL OFFICE POLICIES
Work Schedule Fire Department p.7
The change represents the current work schedule that was approved by City Manager.
The language was changed to "tour" instead of "shift". The scheduled hours were updated from 24/48 to 48/96.

CHAPTER 2 STANDARDS OF CONDUCT
SECTION 9: ALCOHOL AND DRUG TESTING p.27
The change in this section is doing away with the requirement of receiving training on alcohol misuse and on controlled substance use for supervisors and employees. The revision also clarifies what positions are considered safety-sensitive positions.

CHAPTER 3 EMPLOYMENT PRACTICES
SECTION 8: SEPARATION PROCEDURES
Retirement Policy p.40
Language clarifying that employees are not required to apply for service retirement through TMRS to retire from the City.

SECTION 9: NEPOTISM p.42
This change allows married partners and relatives to work in the same department, provided they comply with the policy. It also clarifies instances of "step" relationships in the relationship charts.

SECTION 10: PERFORMANCE MANAGEMENT p.43
Changed performance evaluation to be done once a year and not twice. Removed the reference for temporary employees.

CHAPTER 5 EMPLOYEE BENEFITS
SECTION 9: HOLIDAYS p.59
Added Holiday pay is considered productive time for purposes of calculating payroll. This policy change does not apply to Firefighters as set forth in Article 6, Section 2 of the Meet and Confer Agreement between the City and the Round Rock Firefighters Association, IAFF Local 3082.

SECTION 11: VACATION LEAVE p.61

Added Vacation Leave is considered productive time for purposes of calculating payroll. This policy change does not apply to Firefighters as set forth in Article 6, Section 2 of the Meet and Confer Agreement between the City and the Round Rock Firefighters Association, IAFF Local 3082.

SECTION 21: PAID PARENTAL LEAVE p.76

Eligible full-time and part-time employees will receive 10 days of paid parental leave per rolling 12 months for birth, adoption, or foster care placement of a child to care for and bond with that child.

CHAPTER 6 DISCIPLINARY ACTIONS AND COMPLAINT PROCEDURE

SECTION 2: DISCIPLINARY ACTION GUIDELINES p.79

Integrated the procedures and levels of disciplinary actions from the separate procedure document.