



**City of Houston
Labor Committee
Council Member Abbie Kamin, Chair**

Committee Members

Council Member Joaquin Martinez, Vice
Chair
Council Member Willie Davis

Mayor Pro-Tem Martha Castex-Tatum
Council Member Letitia Plummer

**Notice of Hybrid City Council Committee Meeting
Thursday, September 18, 2025 at 10:30 A.M.**

This meeting will offer the options to participate via videoconference or in-person. The location for the committee meeting will be the Anna Russell Council Chamber at City Hall, 901 Bagby, 2nd Floor, Houston, Texas 77002. The meeting is open to the public.

The public may sign up to speak by visiting the [Labor Committee website](#). Sign up must be done no later than 5:00 p.m. Wednesday, September 17, 2025. Please indicate whether you will speak virtually or will be attending in person so that appropriate attendance instructions can be provided.

The designated presiding officer of the Committee will be physically present in chamber. In accordance with the provisions of Section 551.127 of the Texas Government Code applicable to a governmental body that extends into three or more counties, all other committee members have the option to participate in-person or virtually via Microsoft Teams.

Presentation materials will be available at <https://www.houstontx.gov/council/committees/labor.html>. To join via Microsoft Teams Live, type this link into your browser: <https://bit.ly/LaborCommittee9-18-25>. This meeting will also be broadcast on HTV, the City of Houston's Municipal Channel.

1. Update on Revisions of City of Houston Administrative Policies
 - a. Human Resources Department
2. Briefing on Local Union Training Facilities/Apprenticeship Programs
 - a. Texas Gulf Coast Area Labor Federation, Plumbers Local 68, IUEC Local 31, Insulators Local 22, IATSE Local 51, and IBEW Local 716

Public Comment – To sign up for Public Comment, please fill out the online form at <https://bit.ly/LaborCommitteeSpeakers> before 5:00 p.m. on Wednesday, September 17, 2025. Only those who sign up in advance will be able to provide public comments either virtually or in-person during the meeting.

Action may be taken on any item listed above. Committee meetings are open to the public. For more information about this committee, please contact districtc@houstontx.gov.

Council Member Abbie Kamin, District C
Email: districtc@houstontx.gov Office Phone: 832-393-3004

Jane E. Cheeks
Human Resources Director

Alisa Franklin-Brocks
HR Director's Chief of Staff



**HUMAN
RESOURCES
DEPARTMENT**

Policy Updates

September 18, 2025

Agenda

- AP 3-34: Reasonable Accommodations for Employees and Job Applicants (revised 7.11.2025)
 - Policy History
 - Overview of Policy Revisions
- E.O. 1-20: Standards of Conduct, Professionalism, and Civility (New 7.28.2025)

AP 3-34: Reasonable Accommodations for Employees and Job Applicants

Policy History

- The Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 required an employer to provide reasonable accommodation to a job applicants or employee with a disability, unless doing so would cause an undue hardship on the employer
- In 2017, the Human Resources Department proposed adoption of AP 3-34: Reasonable Accommodation Policy for Employees and Job Applicants, which was signed in June 2017
- In 2025, the Human Resources Department reviewed the current policy and proposed recommendations to include requirements for accommodations under the Pregnancy Discrimination Act, the Pregnancy Workers' Fairness Act, and religious accommodations required under Title VII of the Civil Rights Act of 1964, as well as other policy enhancements

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Policy Statement

- The City recognizes applicants and job candidates may need reasonable accommodations to complete the application and/or hiring process
- Similarly, employees may need certain accommodations to allow them to perform the essential functions of their job duties and responsibilities due to a disability, pregnancy, or sincerely held religious belief
- The City is committed to providing reasonable accommodations to qualified individuals with disabilities to ensure its employees, applicants, and job candidates with disabilities, limitations due to pregnancy, and/or sincerely held religious beliefs have equal access to all employment opportunities
- The City will work with the employee, applicant or job candidate to identify and implement reasonable accommodation unless the accommodation imposes an undue hardship to the City

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Scope

- This policy applies to all City departments and employees (classified and municipals)

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Definition Highlights

- Disability: A physical or mental impairment that substantially limits one or more major life activities or a record (or past history) of such an impairment
- Known Limitations: A physical or mental condition related to, affected by, or arising out of pregnancy, childbirth or related medical condition(s) that the employee or the employee's representative has communicated to the employer whether or not such condition meets the definition of disability in the ADA
- Religion: Includes sincerely held beliefs in traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, Buddhism, etc.
 - It also includes sincerely held religious beliefs that are new, uncommon, not part of a formal church or sect, or only held by a small number of people
 - Social, political or economic philosophies or personal preferences are not considered "religious" beliefs under City policy or the law

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Definition Highlights

- Undue hardship: Significant difficulty or expense when considering the nature and cost of the accommodation needed in relation to the size, resources, nature and structure of the employer's operation and the impact of the accommodation on the operation of the employer
- Essential Functions of the Job: Those job activities that are essential or core to performing the job
- Accommodation: A process for making reasonable changes in the work environment and/or job application process for qualified employees and applicants with disabilities, limitations related to pregnancy, and or sincerely held religious beliefs
- Interactive Process: A good faith effort between an employer and employee or applicant to work together to identify whether and how the specific limitations resulting from a disability, pregnancy or sincerely held religious belief may be reasonably accommodated

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Policy Revision Highlights

- Citywide ADA Coordinator changed to Citywide Accommodation Coordinator
 - This role is assigned to an employee in the HR-Civil Service & EEO Division
- Department ADA Coordinator changed to Accommodation Coordinator
 - Previously this role was filled by an employee in the department and now this role is filled by an employee HR-Employee Relations Division
 - While an HR-Employee Relations employee facilitates the interactive process, the decision on the accommodation still resides with the department director or their designee
- Streamlined the process with form enhancements and additional support from HR professionals

AP 3-34: Reasonable Accommodations for Employees and Job Applicants, revised 7.11.2025

Example of Accommodations, list is not all-inclusive

- Larger computer screens
- Work schedule changes
- Removal of non-essential duties
- Quiet office space
- Computer headset
- Veri desk / Desk Riser
- Leave of Absence with or without pay
- Additional restroom breaks
- Office Chair
- Alternate work location

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy History

- Mayor Policy 504.00, Conduct: Employee Discipline, effective 2.14.1985, superseded by AP 3-7: Positive Corrective Action Program, effective 5.11.2015, and is no longer in effect
- Mayor's Policy 502.00, Conduct: Courtesy to Public, effective 2.14.1985, superseded by E.O. 1-20, and is no longer in effect
- E.O. 1-20: Standards of Conduct, Professionalism, and Civility is enhancement to the behavior guidelines established by AP 3-7 and incorporates elements of MP 502.00 & 504.00

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Statement

It is the policy of the City that all employees will conduct themselves in a position, cooperative, respectful, and professional manner at any location where City business is conducted, regardless of whether the property is owned or leased by the City, or whether interacting with City employees or citizens

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Scope

- This policy applies to the conduct of all City employees, whether it occurs during working hours, break and/or lunchtime, or when the employee is off-duty

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Definition Highlights

- External Customer: Anyone outside of the City who, in connection with the functions of, or services provided by the City, seeks information, services or assistance
- Internal Customer: Anyone within the City, who at any time, seeks information, services, or assistance in connection with their job duties and/or responsibilities from anyone else within the organization. (Examples: co-workers, city employees, temporary employees, etc.)
- Chain of Command: hierarchy that outlines who reports to whom, as well as the roles each person has within the organization

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Communication
 - All employees shall communicate in a positive and respectful manner with co-workers, subordinates, supervisors and citizens.
- Customer Service and Courtesy to the Public
 - Employees should remember that the City is in business to serve the public and that the public always comes first.
 - Employees are expected to serve the public efficiently, effectively and courteously, and to provide excellent customer service to internal and external customers.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Professional Conduct
 - Employees shall not engage in any conduct, including unlawful conduct that brings embarrassment, dishonor or disrespect upon employees and/or the City.
 - This includes but is not limited to conduct that may (1) adversely affect the employee's job performance, work, job duties or ability to function in the employee's position; (2) adversely affect the City's or the department's ability to fulfill its mission or to serve the public; or (3) create a hostile work environment.
 - Whether on or off duty, the City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the City.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Civility
 - Be courteous civil and respectful to superiors, employees, coworkers, and internal and external customers;
 - Treat internal and external customers, coworkers, subordinates and supervisors with dignity and respect;
 - Deliver even the most critical feedback respectfully and courteously; and
 - Act in good faith and be active participants in contributing to a workplace culture of inclusion, civility, dignity and respect.
- Sound Judgement
 - All employees are expected to exercise sound judgement at all times by acting in a manner that is consistent with the principles set forth within City policies and procedures.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Truthfulness
 - All employees are expected to be truthful and provide accurate and reliable information with respect to their job duties and responsibilities.
 - Employees will not intentionally make false, untrue, or misleading statements (verbal or written; made directly by or authorized by the employee).
- Cooperation in Investigations
 - All employees shall cooperate fully and provide truthful information, statements, documents and relative facts in any investigation conducted by and/or or involving claims against the City.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Performance of Duty
 - Employees are expected to:
 - Meet minimum standards for job performance and produce the quantity and quality of work in relation to the acceptable standards determined for the job;
 - Give a productive day's work to the best of their abilities and skills;
 - Perform their duties promptly and thoroughly;
 - Be attentive to their duties and perform all duties assigned; and
 - Respond to the call of their supervisor, citizens or other customers in need of assistance.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Performance of Duty
 - Supervisors and Managers are expected to:
 - Be readily available to their employees, client departments and chain of command, while on duty;
 - Take appropriate action when they become aware that an employee may have committed an infraction or may be in violation of a City or department policy, which may include corrective action up to and including a recommendation for an indefinite suspension or termination; and
 - Establish and communicate delegated responsibilities and authorizations in their absence to all.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Compliance with Order and Insubordination
 - Employees shall promptly and respectfully follow all lawful orders and directives given by supervisors or other superiors acting within the scope of their authority.
 - Failure to follow lawful orders or directives shall be considered insubordination.
 - Employees shall not display disrespect and/or flagrantly dispute a supervisor's orders or directives.
 - Employees receiving an order or directive that they believe is unsafe, unjust or contrary to city or department policy will respectfully notify the supervisor that a conflict exists and follow the order to the best of their ability.
 - Employees may report the matter to a member of their chain of command.
 - Employees shall not demonstrate contempt or scorn toward a supervisor or manager by displaying obvious disrespectful actions or disputing their supervisor's or manager's orders or directives.
 - These actions shall also be considered insubordination.

E. O. 1-20: Standards of Conduct, Professionalism, and Civility

Policy Expectations

- Confidentiality
 - Employees may have access to confidential information that is needed to perform their job duties. It is crucial that employees exercise appropriate care with confidential information and adhere to all requirements governing confidentiality.
 - Employees are prohibited from sharing or disclosing any confidential information regarding co-workers, clients, or department matters.
 - Accessing such information for non-business purposes including, but not limited to, for profit, personal gain, personal knowledge, grievances, or to share with others is an abuse of authority and breach of confidentiality.
 - Discussion of confidential information not relevant to business needs is strictly prohibited.

Upcoming Trainings

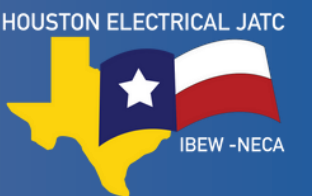
- eLearning and Instructor Led training expected 2025 and 2026
- Mandatory Training Department Directors, Managers, Supervisors & Employees

Thank You



TEXAS GULF
COAST AREA
LABOR FEDERATION
AFL • CIO

APPRENTICESHIP ADVANTAGE





Overview and Introductions

TEXAS GULF
COAST AREA
LABOR FEDERATION
AFL • CIO

Texas Gulf Coast Area Labor Federation

Shelly Baker, Strategic Partnerships & Communications Director
shelly@gcaflcio.org

Electricians IBEW 716

Gene Brinkmeyer, Training Director
houston.jatc@att.net

I.A.T.S.E. Local 51:

International Alliance of Theatrical Stage Employees

Mark Grady, Business Agent and Project Lead
iatse51education@gmail.com

Heat and Frost Insulators Local 22

Jorge Castrejon, Lead Instructor
aw22jatc@outlook.com

Plumbers Local 68

Deric Perry, Training Coordinator
deric.perry@hapjac.edu

Elevator Constructors IUEC 31

Blanca Rios, NEIEP Area Coordinator
brios@neiep.org

Overview of the Program

- The Apprenticeship Advantage is a transformative workforce development program co-led by Harris County and the Texas Gulf Coast Area Labor Federation, AFL-CIO with funding from the American Rescue Plan Act (ARPA).
- Connects local workers to paid, on-the-job training across 10+ skilled trades.
 - The goal is to create equitable access to high-wage, high-demand careers in both traditional and emerging industries, without requiring participants to take on student debt.
 - Pathways for to join one of 10, three-to-five-year union apprenticeships in
 - Building and Construction trades
 - Entertainment
 - Transportation Industries

62%

**PARTICIPANTS FROM MODERATE TO HIGH
VULNERABILITY HOUSEHOLDS**

Majority of households served hardest
hit economically by COVID

908

**NEW APPRENTICES COMPLETING OR
ADVANCING TO NEXT YEAR OF TRAINING**

Exceeding program goal of 798

\$22.98

AVERAGE NEW HOURLY WAGE

Based on DEEO Y2 Report

Partner Apprenticeship Programs



MC3 Apprenticeship Readiness Program

A 3-week, 120-hour pre-apprenticeship that prepares participants for union trades.



Electricians – IBEW Local 716 JATC

Hands-on and classroom training in electrical systems and theory.



Elevator Constructors – IUEC Local 31

Prepares workers for careers in elevator installation and maintenance.



Ironworkers – Local 84

Training in structural steel, welding, and rigging. No HS diploma required.



Sheet Metal Workers – SMART Local 54

Training to design and install flat metal for duct and ventilation systems, as well as specialized metal fabrication.



Pipe fitters – Local 211

Covers pipefitting, HVAC, and welding across a five-year program.



Plumbers – UA Local 68

Trains plumbers in medical gas, service, backflow prevention, and repair.



Insulators – Local 22

Mechanical insulation training for commercial and industrial sites.



Painters/Glaziers – IUPAT DC 10

Offers pathways into finishing trades like painting, glazing, and exhibits



IATSE Local 51

Stagehand and rigging training for live events and theater productions.

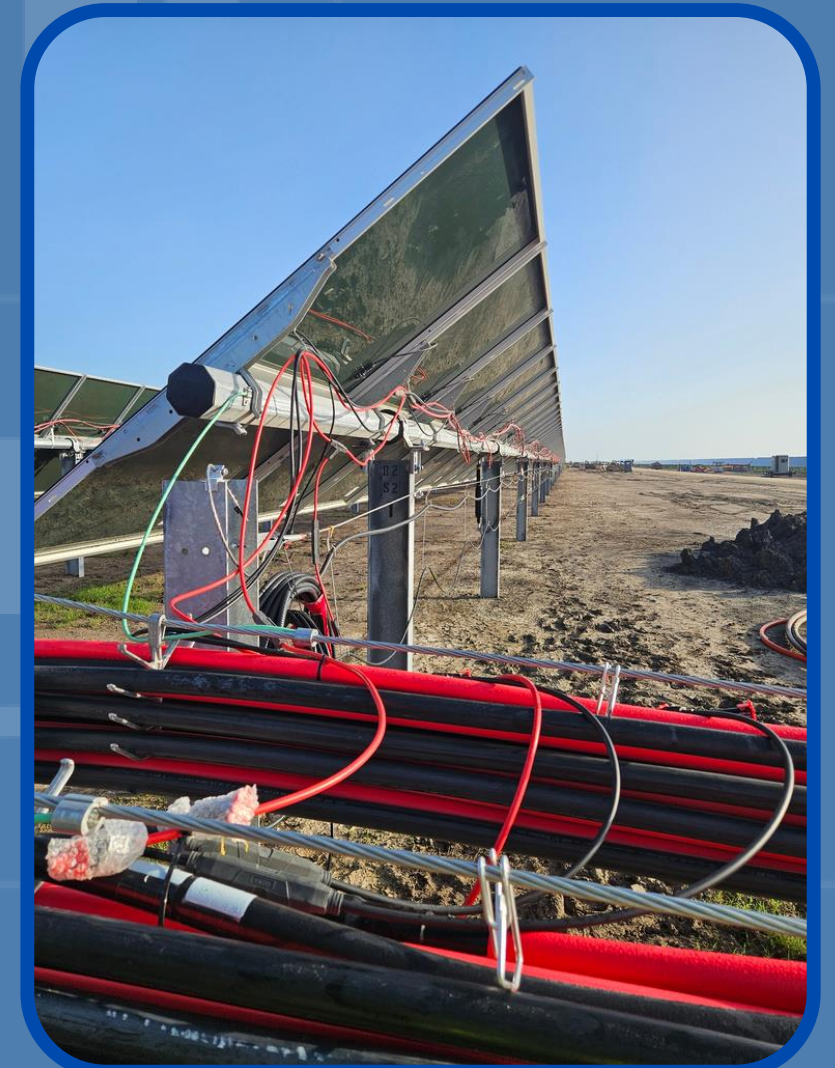


METRO Apprenticeship Program

An exciting new partnership expanding apprenticeship into public transit, including maintenance, tech, and administrative roles

ELECTRICIANS IBEW 716 JATC

- IBEW 716 trains the electricians who power Houston, from hospitals and schools to transit systems and hurricane recovery infrastructure.
- Apprentices master skills that keep our region running safely and efficiently, and their work is critical to grid resiliency and clean energy expansion.
- For more information about the apprenticeship program visit houstonjatc.com



Gene Brinkmeyer, Training Director
houston.jatc@att.net



ELECTRICIANS IBEW 716 JATC

AAP INVESTMENT: CASING STATION LAB

- Casing Station Lab
- Allows apprentices to practice installing breakers into the panels
- Learn proper grounding
- Prevent electrical fires/damage
- Learn how to properly install transformers





Mark Grady, Business Agent and Project Lead

I.A.T.S.E. LOCAL 51

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES

- Is training the next generation of Live Entertainment Workers (also known as Stagehands) that are the backbone of Theater and Convention communities here in Harris County.
- Is in the process of overhauling its Apprenticeship Program to create a Department of Labor Accredited Apprenticeship Program
- I.A.T.S.E. Local 51 is on track to become the second I.A.T.S.E. Local to be DOL certified in the country.
- Is laying the groundwork for future Locals and creating high quality training for I.A.T.S.E. Local 51 workers



I.A.T.S.E. LOCAL 51:

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES

AAP INVESTMENT: INTERACTIVE STAGE, LIGHT, AND SOUND EQUIPMENT

- Lighting equipment such as Moving/Conventional Lights and Consoles used to train workers on the operation, care, and programming of stage lighting
- Sound equipment including Mixers, Microphones, and Cables used to train apprentices on installing and operating sound for a theatrical or convention/meeting settings.
- Video equipment to train apprentices in how to operate streaming video switchers and presentations on job sites.
- Cameras and Robocam equipment to train apprentices in how to operate complex camera systems on job sites.
- Rigging and Safety Gear used in achieving certifications for Lift operation and other Certifications.
- Using all of this equipment to establish remote learning opportunities and archival training resources.



APPRENTICESHIP
ADVANTAGE



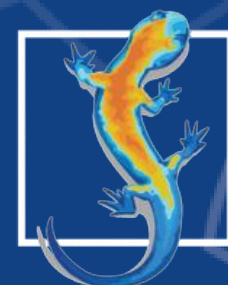
HOUSTON | GALVESTON

HEAT AND FROST INSULATORS LOCAL 22 JATC

- Heat and frost insulators, perform a range of specialized tasks related to insulating and maintaining temperature control systems in various industries
- Insulators provide mechanical insulation that helps cool Houston city and grow the petrochemical economy by providing energy efficiency
- For more information about the apprenticeship program visit <https://insulatorslocal22.org/apprenticeship> or contact the office (281) 479-6842 or email: aw22jatc@outlook.com



Jorge Castrejon, Lead Instructor
aw22jatc@outlook.com



INTERNATIONAL ASSOCIATION OF
**HEAT & FROST
INSULATORS**
AND ALLIED WORKERS. EST. 1903

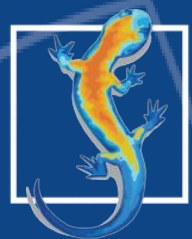
HEAT AND FROST INSULATORS LOCAL 22 JATC

AAP INVESTMENT: OUTDOOR TRAINING MODULE

- Outdoor Training Module
- First Outdoor Industrial Training Simulation for the training of apprentices in the Industrial Mechanical Insulation market
- Prepares apprentices for the challenges in the industrial setting
- Outdoor training module allows apprentices to learn safety practices and work on life-like vessels, valves, and piping.



APPRENTICESHIP
ADVANTAGE



INTERNATIONAL ASSOCIATION OF
HEAT & FROST
INSULATORS
AND ALLIED WORKERS. EST.1903

PLUMBERS LOCAL 68

- One of Texas' oldest registered plumbing apprenticeship program, proudly training the Gulf Coast workforce since 1938
- Comprehensive training in all aspects of plumbing, including:
 - Medical gas installation
 - Service and repair
 - Backflow prevention and certification
- Recognized for producing highly skilled, licensed professionals who serve Houston and 62 counties along the Texas Gulf Coast
- Learn more and apply: www.plu68.com/training-center/apprentice-notice



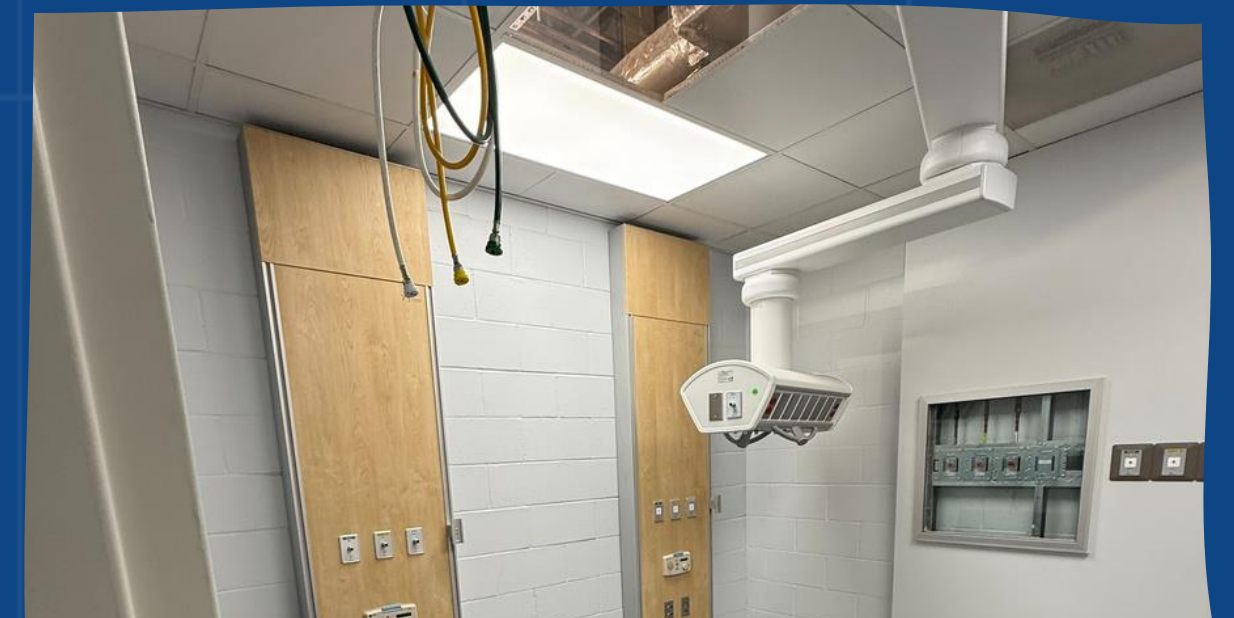
Deric Perry, Training Coordinator
deric.perry@hapjac.edu



PLUMBERS LOCAL UNION 68

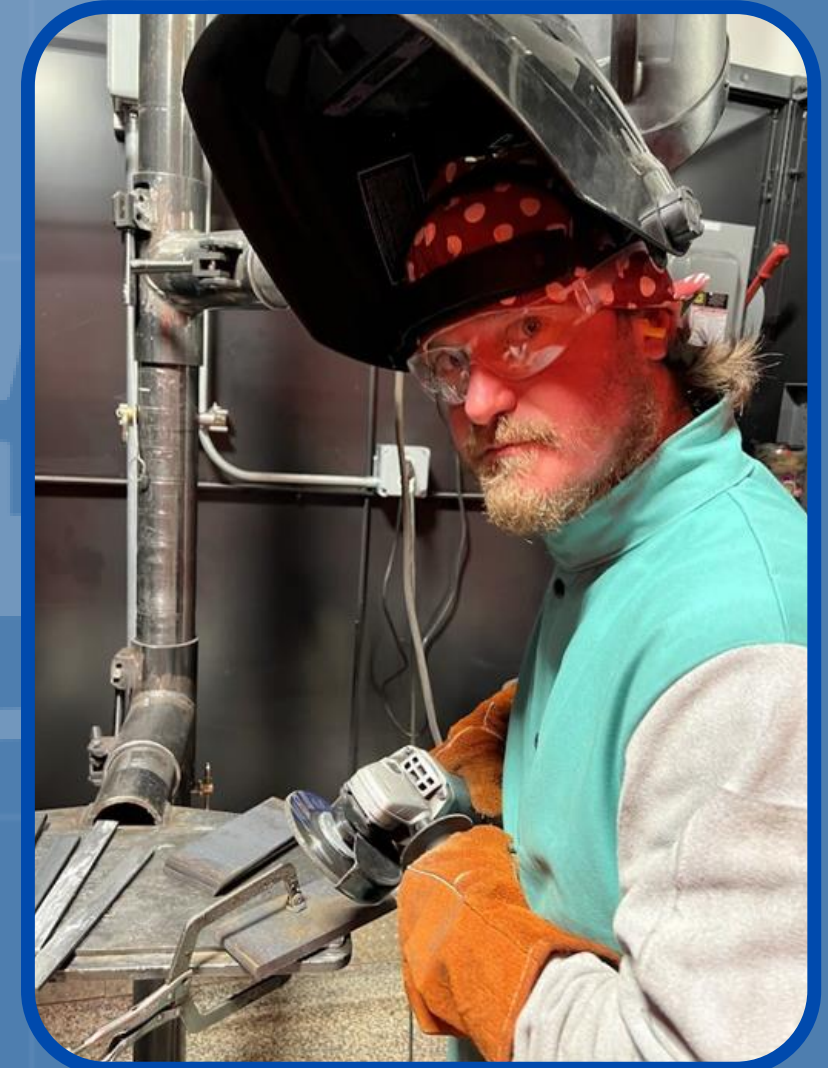
AAP INVESTMENT: MEDICAL GAS TRAINING FACILITY

- State-of-the-art Medical Gas Training Lab
- Provides apprentices with hands-on experience using the same equipment found in hospital medical gas mechanical rooms, operating rooms, patient rooms, nurse stations, and related piping and alarm systems.
- Builds confident, highly skilled craftspeople prepared to meet the complex demands of healthcare construction.
- Supporting Harris County's Healthcare Infrastructure
 - Many hospitals and healthcare facilities under construction in Harris County require plumbers to hold the ASSE 6010 Medical Gas Installer License.
 - By investing in a dedicated Medical Gas Training Lab, we ensure apprentices receive advanced, practical training—producing more licensed professionals to perform this vital work
- Backflow Licensing: Critical for protecting public water systems; ensures compliance and safety in Harris County projects.
- Produces confident, licensed professionals ready to meet healthcare and infrastructure demands.



ELEVATOR CONSTRUCTORS IUEC 31

- IUEC Elevator Constructors are trained for New Installation, Modernization, Repairs and Maintenance of elevators, escalators and all conveyance systems.
- IUEC Elevator Constructors are the safest on the job with over 1000 days since our last IUEC On the Job Fatality.
- IUEC Apprentices are required to have 8,000 on the job training hours and nearly 1,200 classroom hours. At no cost, earn while you learn opportunity.
- For more information about the apprenticeship program visit <https://www.neiep.org/> or contact: brios@neiep.org



Blanca Rios, NEIEP Area Coordinator
brios@neiep.org

ELEVATOR CONSTRUCTORS IUEC 31 JATC

AAP INVESTMENT: MOBILE WELDING FACILITY

- First of a kind for IUEC
- Mobile Welding Facility direct results from ARPA
- Available to train current and future members across Local 31 jurisdiction.



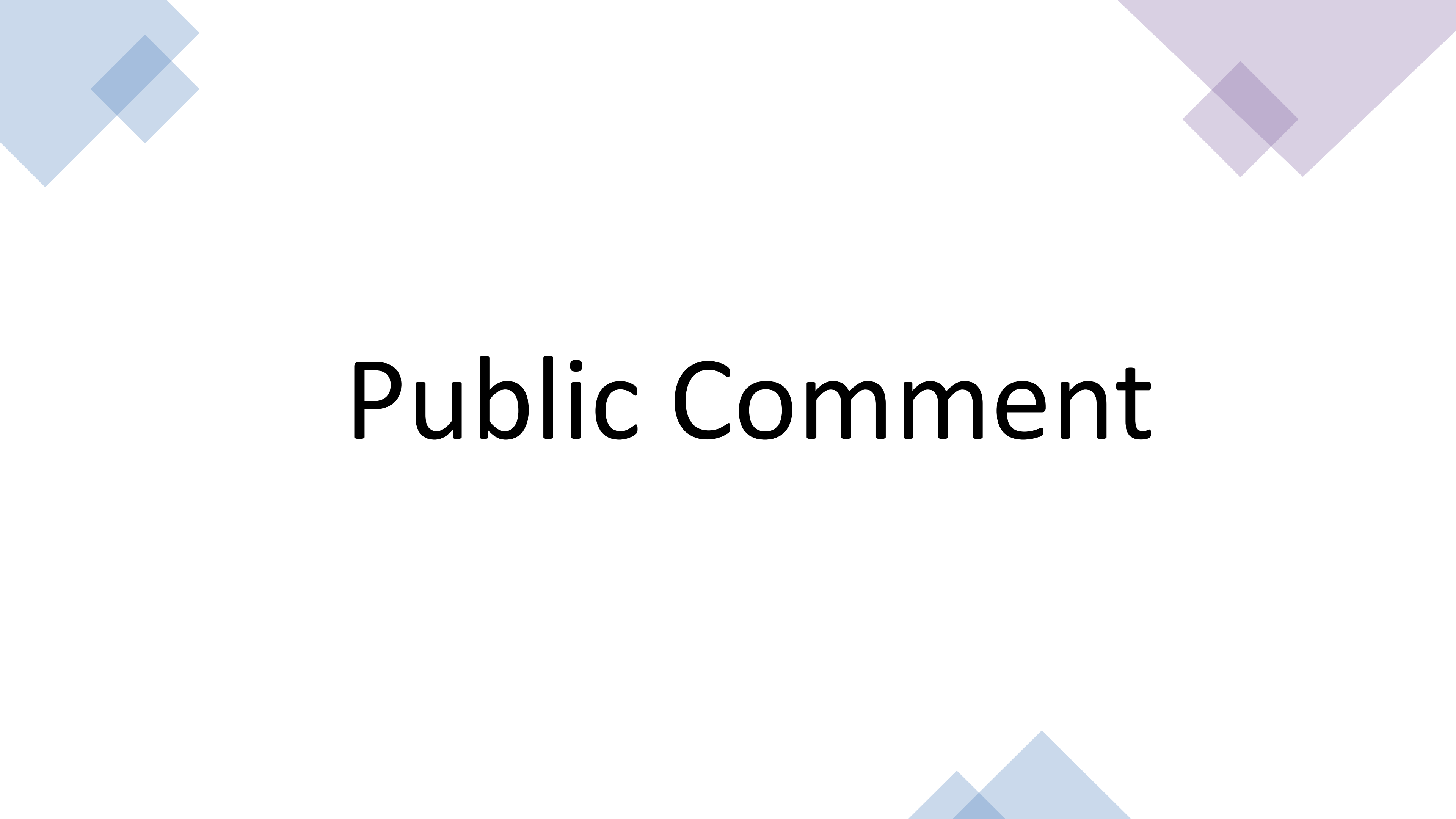
WHAT THE CITY CAN DO TO INCREASE ACCESS TO REGISTERED APPRENTICESHIPS

Houston deserves infrastructure built by workers who are safe, fairly paid, and trained for long-term careers.

LABOR STANDARDS ON HARRIS HEALTH BOND

- **Prevailing wage:** Each worker on a bond-funded Harris Health project will receive at a minimum either \$15/hour or a wage that meets the requirements of the Davis-Bacon and Related Act (DBRA), whichever is higher
- **Apprenticeship utilization requirement:** A minimum of 10% of the total project hours shall be done by individuals enrolled in Department of Labor -registered apprenticeship or bilingual craft training programs
- **Contractor safety policy:** Employers' safety records for workers will be considered when making awards utilizing Harris County's contractor safety standards, including OSHA safety training and temporary disqualification of employers with poor employee safety records.



The image features a light gray background with decorative geometric elements in the corners. The top-left corner has two overlapping squares, one light blue and one medium blue. The top-right corner has two overlapping squares, one light purple and one medium purple. The bottom-center has two overlapping triangles, one light blue and one medium blue.

Public Comment