

RESOLUTION NO. 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS, ADOPTING THE UPDATES TO THE CITY OF TERRELL EMPLOYEE HANDBOOK BY AMENDING CHAPTER 6, SECTIONS 1, 2 AND 3, AND AMENDING CHAPTER 22, SECTION 8 AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City of Terrell Employee Handbook sets forth policies and procedures for the employees of the City; and

WHEREAS, the City Council desires to maintain the most up to date information in the City of Terrell Employee Handbook; and

WHEREAS, the City wishes to institute an update to the City of Terrell Employee Handbook for its employees; and

WHEREAS, the City has determined that it is in the best interest of the City employees that the City adopt the updates to the City of Terrell Employee Handbook.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS THAT:

Section I.

The City Council hereby approves the attached updates to the City of Terrell Employee Handbook by amending Chapter 6, Section 1: Holidays, Section 2: Vacation, Section 3: Sick Leave, and amending Chapter 22, Section 8: Reimbursement for Unused Sick Leave to the City of Terrell Employee Handbook.

Section II.

This Resolution shall be effective October 1, 2022.

PASSED AND APPROVED by the City Council of the City of Terrell, Texas, on this 16th day of August, 2022.



E. RICK CARMONA, Mayor

ATTEST:


Dawn Steil, City Secretary

CHAPTER 6 LEAVES

SECTION 1 HOLIDAYS

The following are declared official holidays for all city employees. If a holiday falls on Saturday, it will be observed on the preceding Friday; if a holiday falls on Sunday, it will be observed on the following Monday.

New Year's Day	January 1
Dr. Martin Luther King Day	Third Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Day After Christmas	December 26
One Floating Holiday	Open

Any other days may be declared by the city council shall be observed as official holidays for city employees in accordance with the following rules:

As many employees as possible shall be given each holiday off, consistent with the maintenance of essential city functions. Department heads within the two (2) week interval shall permit employees to take the desired holiday or as soon as possible before the end of the calendar year. Under no circumstances shall an employee be compensated, for a holiday, in cash.

- (a) All full-time employees shall be entitled to all paid holidays;
- (b) All part-time employees who would normally have worked on a day of the week observed as a holiday shall be entitled to holiday with pay for the number of hours they would have worked on that day if the holiday had not occurred.
- (c) Temporary employees may be granted paid holidays at the supervisor's discretion with approval from the city manager;
- (d) Department heads shall ensure that employees working unusual schedules or on shifts receive benefit of the full number of official paid holidays;
- (e) If holiday falls on Saturday, the proceeding Friday shall be observed, and if a holiday falls on Sunday, the following Monday shall be observed.
- (f) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or must utilize the floating holiday or accrued vacation leave.

SECTION 2 VACATION

All full time regular employees shall be entitled to vacation leave benefits which shall be based upon the length of service with The City of Terrell and shall be as follows:

New hire to 2 years of service shall accrue ten (10) vacation days per year or 6.67 hours per month. Employees with 3 to 4 years of service shall accrue vacation time at twelve (12) days per year or 8 hours per month. Employees with 5 to 19 years of service shall accrue vacation time at fifteen (15) days per year or 10 hours per month. Employees with twenty (20) or more years of service shall accrue vacation time at twenty (20) days per year or 13.33 hours per month. Employees with thirty (30) or more years of service shall accrue vacation time at twenty-five (25) days per year or 16.67 hours per month.

<u>Years of Service</u>	<u>Number of Vacation Days</u>
0-2 years	10 days
3-4 years	12 days
5-19 years	15 days
20 years	20 days
30 years	25 days

All full-time employees shall carry from one calendar year to the next calendar year a maximum of thirty (30) days or 240 hours of vacation time.

Civil Service employees shall accrue vacation time as stipulated under Local Government Code Chapter 143.

Department heads shall accrue 13.33 hours per month upon hire (1.5 days per month or 20 days per year.)

Part-time employees shall accrue vacation leave time on prorated basis to be computed in direct ratio to the actual or average hours worked in a normal work week for the department concerned.

Absence on account of sickness, injury, pregnancy or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the city manager, be charged against vacation leave allowance. The Human Resources Department shall keep official records of vacation accrual and use.

The city manager and/or department heads shall schedule vacation leaves with particular regard to operating requirements and, insofar as possible, with the request of the employees.

Vacation leave shall be administered according to the following rules:

- (a) Vacation leave shall begin to accumulate at the end of the first month of employment, but no employee shall be allowed to use any vacation accrued time until he or she has completed his or her probationary period.

- (b) All vacation leave may be scheduled at least two (2) weeks in advance and approved by the city manager and/or department head prior to taking it.
- (c) When a regularly scheduled holiday occurs during the period of an employee's vacation, that holiday shall not be considered as a vacation day.
- (d) Vacation leave shall be charged only for time during which the employee would ordinarily have worked.
- (e) Vacation leave shall not be advanced to employees except in emergencies with the approval of the city manager.
- (f) Vacation leave credits are not transferable, between employees.
- (g) Employees being laterally transferred, promoted or demoted shall retain accumulated vacation leave; and
- (h) Employees who separate from employment with the city shall be paid for any accumulated vacation leave provided they have successfully completed their probationary period and leave in good standing.

All employees are encouraged to take his or her full vacation during the calendar year in which it is earned.

SECTION 3 SICK LEAVE

All employees, except temporary and seasonal employees, are entitled to accumulate paid sick leave credits. Sick leave may only be taken for reasons of personal illness or injury or routine medical or dental appointments which cannot reasonably be scheduled outside of working hours. Illness arising from pregnancy or complications thereof shall be regarded the same as any other type of illness.

Sick leave credits accumulate at the rate of eight hours per month of continuous full-time employment beginning at the end of the first full month of employment. Regular part-time employees shall earn sick leave credit on a prorated basis to be computed in direct ratio to actual hours worked.

Sick leave may be accumulated up to a maximum of one hundred (100) days or 800 hours carrying past December 31 and shall be administered according to the following rules:

- (a) Sick leave shall accrue at the end of the first full month of employment but shall not be taken until successful completion of the probationary period. Sick leave may not be taken in advance of it being earned.
- (b) Sick leave is accumulated and charged in periods of hours taken. When an employee works a portion of a day less than four hours and is ill for the remainder of the day, he or she will be charged for hours unable to work.
- (c) If an employee becomes ill and cannot report for work, his or her absence must be reported to his/her immediate supervisor or department head prior to, or within one (1) hour after his/her regular reporting time, so that such absence will be charged to sick leave. Failure to report in will cause an employee's absence to be charged to leave without pay.
- (d) Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and their time charged to sick leave. A physician's statement will normally be required in such instance;
- (e) After an employee's accumulated sick leave has been exhausted; the accrued vacation may be used as sick leave. When absence due to illness exceeds the amount of any paid leave earned and authorized, the pay of an employee shall be discontinued until the employee returns to work;
- (f) Official holidays and regular days off shall not count against sick leave;
- (g) An employee on sick leave for an extended period of time must contact the human resources department every five (5) working days unless he or she is physically unable. Or a family member or designee shall report the absence within the timeframe indicated.
- (h) An employee with twenty years of employment service (the last ten (10) years with The City of Terrell) is authorized to utilize one hundred (100) days or 800 hours of sick time prior to retiring from The City of Terrell. The employee must submit notice of retirement to The City of Terrell prior to enacting this benefit. Sick leave is granted by the city for the purpose of permitting an employee to be relieved of his or her duties during his or her actual illness, injury or for a medical or dental appointment and may not be used under other circumstances. Employees who use their sick leave without just cause may be dismissed. Management may require satisfactory proof of illness of a medical or dentist appointment any time when an employee is absent and on sick leave. However, employees

missing three (3) consecutive works days due to illness or injury must provide a statement from his or her physician before returning to work. Failure to provide such document may result in dismissal, suspension, and/or forfeiture of sick pay. Accumulated sick leave will not be compensated for in any way at the time of termination/separation.

- (i) In case of wide-spread medical leave issues arising from City Council endorsed or statewide endorsed Disaster Declarations, the City Manager may provide additional periods targeted to the health and safety of employees.

SICK LEAVE AND OUTSIDE EMPLOYMENT Employees shall be prohibited from working outside employment or off-duty employment within twenty-four (24) hours and there on from the beginning of the shift in which the employee fails to report for duty due to personal illness or injury.

Management shall be responsible for reporting all sick leave credits used by an employee to the human resources department with all supporting documents.

CHAPTER 22

SECTION 8 REIMBURSEMENT FOR UNUSED SICK LEAVE

As an incentive to encourage employee work attendance, the following reimbursement for unused sick leave shall be paid on or about December 15 of each year for all employees who do not use their sick leave allocated for the year as follows:

- (a) \$50 per unused sick leave day (maximum of 12 days) during the period from December 1 through November 30 of each year will be paid to qualifying employees.
- (b) \$800 paid to the employees who used zero (0) sick leave days. This amount includes a bonus of \$200.00 for no sick time used during the period of December 1 through November 30 of each year.