

ORDINANCE 928

AN ORDINANCE AMENDING THE TOWN OF HOLLYWOOD PARK'S PERSONNEL POLICY MANUAL REGARDING SECTION 7.07 LONGEVITY AND SECTION 8.03 VACATION LEAVE.

WHEREAS, the City Council of the Town of Hollywood Park has established the Personnel Policy Manual for its employees; and

WHEREAS, the City Council finds that the Town of Hollywood Park Personnel Policy Manual should be amended to properly regulate activities.

NOW THEREFORE; BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HOLLYWOOD PARK, TEXAS:

THAT SECTION 7.07 LONGEVITY AND SECTION 8.03 VACATION LEAVE OF THE TOWN OF HOLLYWOOD PARK'S PERSONNEL POLICY MANUAL ARE AMENDED AS INDICATED IN EXHIBITS "A" AND "B" ATTACHED TO THIS ORDINANCE.

**PASSED AND APPROVED**, this, the 18<sup>th</sup> day of June, 2013.



David L. Ortega / Mayor

ATTEST:

  
Janice Alamia/ City Secretary

APPROVED AS TO FORM:

  
Michael Brenan/City Attorney

## Town of Hollywood Park

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All employees of the City are covered by Social Security. The City also contributes to the Social Security System for each employee.

### **7.03 RETIREMENT**

The City is a member of the Texas Municipal Retirement System (TMRS). Membership in the retirement system is mandatory for all regular full-time employees (defined by TMRS as an employee who works in excess of 1,000 hours per year). Both employee and the City contribute to the employee's retirement account. Employees who leave City employment prior to retirement will, after filing a request with TMRS, be refunded their portion of the retirement account plus interest earned on their portion.

Town of Hollywood Park employees are vested in the TMRS system after 5 years of service. Retirement benefits are determined by a formula that involves age at the time of retirement and the amount deposited in the employee's account. Each new employee receives a brochure about the City's specific retirement coverage and options under TMRS at the time of employment.

Additional information about retirement is contained in the Separations Chapter of these policies.

### **7.04 EDUCATION AND TRAINING**

When the City requires an employee to attend any educational or training course, conference, or seminar, the City will provide the necessary time off with pay and will reimburse the employee for associated costs, including tuition or registration fees, and authorized travel, meals, and lodging. (Also see Chapter 17 for reimbursement of expenses.) (12/17/91)

### **7.05 UNEMPLOYMENT INSURANCE**

All employees of the City are covered under the Texas Unemployment Compensation Insurance Program, and the City pays for this benefit. This program provides payments for unemployed workers in certain circumstances.

### **7.06 WORKERS' COMPENSATION**

All employees of the City are covered by the Workers' Compensation Insurance Program, and the City pays the premium. This coverage provides medical and salary continuation payments to employees who receive bona fide, on-the-job, work-related injuries. Detailed information about Workers' Compensation benefits is found in the chapter of these policies entitled "Health and Safety".

### **7.07 LONGEVITY**

All regular full-time employees are provided a monthly increment of \$10.00 for each year of continuous employment completed, in addition to his/her regular salary. The longevity pay benefit will begin the first of the month following the first anniversary date of full time employment. In computing actual continuous service, time spent on authorized leaves of absence without pay will not be included.

### **7.08 CLOTHING ALLOWANCE**

A clothing allowance is granted to certain City employees to cover the expense of maintaining a neat, presentable, and uniformed appearance to the public.

Town of Hollywood Park

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**8.00 LEAVE TIME**

**8.01 DEFINITIONS**

**Leave Time.** Leave time is time during assigned working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid.

**Holidays.** Holidays are days designated by the City Council when City offices are closed on what would otherwise be regular business days.

**Unauthorized Absence.** An unauthorized absence is one in which the employee is absent from regular duty without permission of the Department Head. Employees are not paid for unauthorized absences and such absences are cause for disciplinary action.

**8.02 APPROVAL OF LEAVE**

All leave taken by City employees must be approved by the employee's Department Head. Copies of signed leave forms are sent to the Administration Office for recording on the central leave records.

**Sick Leave Approval.** Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured at least one day in advance. In all other instances of use of sick leave, the employee must notify his or her supervisor 1 hour in advance of the scheduled work time for City Administration office and 2 hours for Police and Fire Department shifts on the first day of absence, unless emergency conditions exist, and request that in advance, approval of sick leave be granted. If the period of sick leave exceeds one day, the employee must notify his or her supervisor 1 hour of the scheduled work time on each day that he or she will be absent. (10/17/95)

**Supervisor's Responsibility for Verification.** Supervisors are responsible for determining that leave is accrued and available for use in the amounts requested by an employee. In addition, Department Heads are responsible for ensuring that all vacation and sick leave usage is recorded on the time sheet sent to the Administration Office in addition to being recorded in the individual's department.

**8.03 VACATION LEAVE**

All regular, full-time employees of the City are entitled to take accrued vacation earned after completion of their 6 (six) month probationary period. Vacation is accrued on a bi weekly basis as per the chart below. (06/17/03)

<u>Years of Service</u>	<u>Police</u>	<u>Firefighters</u>
0 – 5	3.08 hrs per pay period	4.62 hrs per pay period
5 – 10	4.62 hrs per pay period	6.46 hrs per pay period
11 – 15	5.23 hrs per pay period	8.31 hrs per pay period
16 +	6.15 hrs per pay period	9.23 hrs per pay period

Employees will not be paid in lieu of taking vacation leave. Sick Leave cannot be used for vacation purposes when vacation leave is exhausted. (12/17/91)

Vacation leave will accumulate but not be granted during probationary period. Temporary and part-time employees do not earn vacation leave.

**Unused Vacation Leave.** No more than 20 days (160 hours for regular employees, 240 hours for Firefighters, and 200 hours for Police) can be carried over to the next year.(5/18/04) On each regular employee's anniversary date of full time employment any vacation leave balance in excess of the accumulated maximum will be canceled. (5/18/04) Accumulated vacation leave will be paid upon termination.

**Scheduling Vacation Leave.** Vacation leave must be scheduled and approved in advance and must accommodate the City's work schedule. Department Heads are responsible for establishing vacation schedules for employees in their departments. Provided departmental workloads will permit, employees should be permitted to select their desired vacation periods. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a "first come, first serve" basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference in accordance with their seniority. If the desired leave schedules conflict with City requirements, the City's requirements are given first consideration. A vacation leave request in excess of 10 working days must be submitted by the employee 30 days in advance and must be approved by the Department Head and the Mayor and/or City Administrator.

**Use of Vacation Leave.** Employees are charged with eight (8) hours of vacation leave for each full day they are absent on approved vacation leave.

**Firefighter/Police Officer Vacation Time** will be granted at the rate of one-hour of vacation time for each hour of vacation time earned. Police and Fire Supervisors shall approve all vacation requests with vacation time being given when requested unless such a request proves an undue burden on the manpower resources. (3-20-07).

### **8.04 COMPENSATORY LEAVE**

See Chapter Six of these policies "WORK SCHEDULE AND TIME REPORTING" for information about earning compensatory time and using compensatory leave credits. (12-17-90)

### **8.05 SICK LEAVE/ BEREAVEMENT LEAVE**

**Accrual of Sick Leave.** Regular full-time employees are entitled to paid sick leave benefits from the employee's date of employment. Sick leave accrues at a rate of eight (8) hours per month (3.69 hours bi-weekly) for regular employees, twelve (12) hours per month (5.54 hours bi-weekly) for Firefighters, and 10 hours per month (4.62 hours bi-weekly) for Police.

Temporary and part-time employees do not earn sick leave.

An employee with accrued sick leave may use it if the employee is absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease;
4. Illness of immediate family member (parent, spouse, child);
5. Attendance of funeral.

**Medical Statement.** The Department Head may request, and employees must provide upon request, written verification by a physician of medical disability precluding availability for duty at any time that sick leave benefits are requested. In addition, an employee must provide written verification by a physician of medical disability when sick leave benefits are requested that exceed three (3) consecutive days.