

RESOLUTION NO. 19-R-166

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING EMPLOYEE POLICY RELATED TO VACATION LEAVE AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has determined that this policy required revision to reflect current processes and comply with Local Government Code Local Government Code Chapter 142, Section 0013; and

WHEREAS, the City Charter, Section 6.02 Operational and Personnel Policies states that personnel policies which affect the budget and employee discipline and/or adverse actions shall be approved by the City Council;

WHEREAS, the City Council has determined that it is in the best interest of the City to approve this policy attached hereto as Exhibit A; therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby approves the Vacation Leave Policy as set forth as Exhibit A.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 3rd day of December, 2019.

CITY OF SCHERTZ, TEXAS

Mayor, Ralph Gutierrez

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

Exhibit A

Vacation Leave Policy

**CITY OF SCHERTZ
EMPLOYEE HANDBOOK**

Vacation Leave

PREPARED BY: Human Resources
APPROVED BY: City Council
DATE APPROVED: 12/3/2019
EFFECTIVE DATE: 12/3/2019
REPLACES VERSION: 4.3.2 Annual Vacation Leave

Purpose:

This policy provides guidance on eligibility for vacation leave and accrual rates for City employees.

Policy:

All full-time employees who have completed six (6) months of their probationary period are entitled to paid vacation time. Probationary employees accrue leave, but are unable to use it until completion of probation. Temporary and part-time employees are not entitled to vacation leave. If a holiday occurs during an employee’s vacation, that holiday is not chargeable as vacation time. It counts as a paid holiday.

Employees who experience illness or injury during their vacation may request that the time of illness be charged as sick leave. Medical documentation may be required upon request. Vacation accrual for eligible employees begins on their date of employment in a full-time position. Vacation time is accrued per pay period based on the chart below and may not exceed the maximum allowable as listed. On September 30 of each year, all accrued vacation time in excess of the amount authorized will be dropped from the vacation leave roster.

Year of service is equal to total number of years with the City of Schertz.	# Hours Per Year	Maximum Hours Allowed To Accrue
Fire Protection Personnel assigned to Operations and EMS Personnel assigned to 24-hour shifts¹:		
During 1st year of service	144	-
2 – 10 years of service	180	360
11+ years of service	240	480
Licensed Peace Officers(Sworn Officers)/Fire Protection Personnel assigned to Admin²/EMS Admin³/EMS Personnel assigned to 12-hour shifts⁴:		
During 1st year of service	96	-
2 – 10 years of service	120	240
11+ years of service	160	320
All other Full-Time Employees:		
0 – 5 years of service	96	-
6 – 10 years of service	120	240
11+ years of service	160	320

¹ A day for a 24-hour shift employee is defined as 12 hours.

² Definitions for "Fire Protection Personnel" and "Licensed Peace Officer" can be found in Section 142.010 in the Local Texas Government Code.

³ EMS Admin does not include the Administrative Assistant and the Billing Office.

⁴ A day for a 12-hour shift employee is defined as 8 hours.

**CITY OF SCHERTZ
EMPLOYEE HANDBOOK**

If an employee is called to work during his or her vacation, the employee will receive his or her regular pay rate, and the vacation will be rescheduled for a later date.

Requests for vacation leave will be approved by the Department Head or designee.

Upon separation, an employee will receive pay for his or her unused vacation time. Pay for unused vacation time is limited to the maximum authorized accrual level. The amount payable is based on the employee's hourly salary in effect at the time of separation. The payout will be made at the employee's regular rate and shall not include any special forms of compensation such as bonuses, shift differentials, or incentives. For all "40 hour" employees whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2080 hours. For all fire department employees who work 24 hour shifts and whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2,756 hours. For all EMS employees who work 24 hour shifts and whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2,912 hours.