

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF GEORGETOWN, TEXAS
REVISING THE EXISTING CHAPTER 3.01. PERTAINING TO
PERSONNEL POLICIES BY AMENDING SECTIONS 3.01.030
“INTRODUCTORY PERIOD,” SEC. 3.01.311 “VACATIONS,”
AND SEC. 3.01.313 “SICK LEAVE.” AUTHORIZING AND
DIRECTING THE ADMINISTRATIVE ADOPTION OF AN
AMENDED PERSONNEL MANUAL THAT IS CONSISTENT
WITH THE TERMS OF THIS ORDINANCE; PROVIDING A
CONFLICT CLAUSE AND SEVERABILITY CLAUSE; AND
SETTING AN EFFECTIVE DATE.**

WHEREAS, Section 2.16 of the Georgetown City Charter provides that the City Council shall, by ordinance, establish personnel policies; and

WHEREAS, the “policy statement” portion of each personnel policy is codified in the Code of Ordinances, and the implementing procedures for each personnel policy are codified in a separate Personnel Manual; and

WHEREAS, the City Council finds that it is necessary to update the personnel policy governing introductory periods, vacations and sick leave.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, TEXAS, THAT:

SECTION 1: The foregoing recitals are true and correct and are incorporated herein by reference for all purposes.

SECTION 2: Georgetown Code of Ordinances Sec. 3.01.030. “Introductory Period,” is hereby amended to provide as follows:

Sec. 3.01.030 Introductory Period

I. PURPOSE

To complete the new employee selection process by providing an Introductory Period of on-the-job work experience by which the new employee and the supervisor shall evaluate employment suitability in terms of knowledge, skill, ability, performance, compatibility, and interest.

II. SCOPE

This policy applies to all employees.

III. POLICY

Employees hired or promoted by the City will be placed in an Introductory Period of no less than six (6) months.

SECTION 3: Georgetown Code of Ordinances Sec. 3.01.311 “Vacations,” is hereby amended to provide as follows:

Sec. 3.01.311 Vacations

I. PURPOSE

To ensure that employees have periods of rest and relaxation which contribute to their quality of life by maintaining an equitable balance between work and family/personal time.

II. SCOPE

This policy applies to regular full-time and regular part-time employees.

III. POLICY

Vacation will be earned by all employees according to the following schedule:

For the purposes of leave accruals, for regular full-time and Sworn Police employees, one day is equivalent to eight (8) hours, Firefighter Operations is equivalent to twelve (12) hours. The table below is a semi-monthly hourly accrual.

Years of Service	Full-time City Employee	Firefighter Operations	Sworn Police Employee
0-3	3.34 (10 days per year)	7.50 (15 days per year) *	5.00 (15 days per year) *
4-8	5.00 (15 days per year)	7.50 (15 days per year)	5.00 (15 days per year)
9-13	5.67 (17 days per year)	8.50 (17 days per year)	5.67 (17 days per year)
14+	6.67 (20 days per year)	10.0 (20 days per year)	6.67 (20 days per year)

The City Manager may, for recruitment purposes, adjust the beginning rate and balance at which new hires earn vacation.

*Sworn Police Department employees and firefighters accrue at higher rate than other full-time employees as required by Local Government Code 142.0013 and

Chapter 143.046. Part-time regular employees earn vacation leave on a pro-rated basis.

SECTION 4: Georgetown Code of Ordinances Sec. 3.01.313 “Sick Leave,” is hereby amended to provide as follows:

Sec. 3.01.313 Sick Leave

I. PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily absent from work.

II. SCOPE

This policy applies to regular full-time and regular part-time employees.

III. POLICY

Full-time employees earn one (1) day of sick leave per month. For the purposes of leave accruals, for regular full-time and Sworn Police employees, one (1) day is equivalent to eight (8) hours, Firefighter Operations is equivalent to 12 hours. Leave is accrued on the 15th and the last day of the month. The table below provides semi-monthly hourly accrual.

Full-time City Employee	Firefighter Operations	Sworn Police Employee
4.00	7.50	5.00

Part-time employees earn sick leave on a pro-rated basis.

SECTION 5: The City staff is authorized and directed to draft and implement a new Personnel Manual that has policies identical to and procedures consistent with the above itemized changes.

SECTION 6. This ordinance shall be and is hereby declared to be cumulative of all other ordinances of the City of Georgetown, and, except as expressly set forth herein, this ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any in such other ordinance or ordinances are hereby superseded.

SECTION 7. Should any section, paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any purpose by a court of competent jurisdiction, the

remainder of this ordinance shall not be affected thereby and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. This Ordinance shall be and become effective in accordance with the terms and provisions of the City Charter.

PASSED AND APPROVED on First Reading on the ____ day of _____, 2019
at a regular meeting of the City Council of the City of Georgetown, Texas.

PASSED AND APPROVED on Second Reading on the ____ day of _____,
2019 at a regular meeting of the City Council of the City of Georgetown, Texas.

ATTEST:

THE CITY OF GEORGETOWN

Robyn Densmore, City Secretary

By: _____
Dale Ross, Mayor

APPROVED AS TO FORM:

Charlie McNabb
City Attorney