



INTRODUCTORY PERIOD

I. PURPOSE

To complete the new employee selection process by providing an ~~introductory~~Introductory period-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~~Introductory period-Period of no less than ~~ninety (90) days~~six (6) months. ~~The introductory period shall extend beyond ninety (90) days~~six (6) months when appropriate and must be approved by the Human Resources Department~~City Manager, or designee.~~

~~Supervisors will be held accountable for the performance of new employees and for retention of an employee performing below standards.~~

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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:

Years of Service. Hire year	Full-time City Employee 6.67 hours per month	Firefighter Operations 15 hrs per month*	Sworn Police Dept. Employee 10 hrs per month
10-3 years.	10 days per year.	15 days per year*	15 days per year*
5-4-89 years.	15 days per year.	15 days per year	15 days per year
10-9-134 years.	17 days per year.	17 days per year	17 days per year
14-5 or more.	20 days per year.	20 days per year	20 days per year

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.



SICK LEAVE

I. PURPOSE

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

II. SCOPE

~~Regular-~~ 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. ~~Leave is accrued on a biweekly semi-monthly basis.~~

~~Sick leave shall not accrue for any month during which an employee is in a pay status for less than half the standard number of paid days in a month for his/her type of job.~~

~~The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. Claiming of sick leave benefits in excess of standards set in the attendance policy will constitute grounds for supervisory review. Likewise, evidence of the abuse of this benefit may constitute grounds for disciplinary action up to and including termination. See Attendance #423.~~