



# POLICY UPDATES

RS-22-126

September 6, 2022

# Background

- The original City Personnel Policy manual was adopted by the City Council in 1978, and last amended in 1999.
- City Code of Ordinances Chapter 2, Article II, Division 1, Sec.2-32
  - ▣ City Manager must have prior approval from the City Council for any policy change that alters employee compensation, fringe benefits, holidays or has a direct fiscal impact on the adopted budget.

# Policy 310 — Mental Health Leave for Sworn Officers

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- Added to become compliant with Government Code Chapter 614, Section 015, Mental Health Leave for Peace Officers which became effective September 1, 2021.
  - Provides for paid mental health leave for City Fire Fighters and Peace Officers

# Policy 311 – Vacation Leave

- Reduced the maximum number of hours which can be accrued for employees with one (1) to four (4) years of service.
  - Previously 240 hours, reduced to 160 hours
  - Employees with greater than 160 hours of leave prior to October 1, 2022, will not have accruals reduced, but will not accrue further until balances drop below 160 hours or they reach year five (5) of employment.
- Changes availability for new employees from six (6) months to three (3) months
- Increase vacation buy-back from \$600 to \$800 max

# Vacation Leave (cont.)

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Non-Civil Service, Regular Full-Time Employees shall accrue vacation leave according to the chart below:

Years of Employment	Accrual Rate/Pay Period	Maximum Accumulation
Years 1-4	3.08 hrs./pay period (max. 80 hrs./calendar yr.)	<del>240 hrs.</del> 160 hrs.
Years 5-9	4.62 hrs./pay period (max. 120 hrs./calendar yr.)	240 hrs.
Years 10+	6.15 hrs./pay period (max. 160 hrs./calendar yr.)	320 hrs.

# Vacation Leave (cont.)

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- ❑ Changes availability of vacation for new employees from six (6) months to three (3) months
  - ❑ “...but an employee shall not be allowed to use any accrued vacation leave until ~~six~~ **three** months from date of hire.”
  
- ❑ Increase vacation buy-back from \$600 to \$800 max
  - ❑ “Employees may exchange 40 hours and receive the salary equivalent up to a maximum of ~~\$600~~ **\$800** gross pay.

# Policy 313 – Sick Leave

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- Reduced the maximum number of hours paid out upon separation to Non-Civil Service employees.
  - ▣ Full-time employees = reduced from 720 hrs to 320 hrs
  - ▣ Part-time employees = reduced from 320 hrs to 160 hrs
    - “Payment of Sick Leave as follows:
      - Non-Civil Service fulltime employees will be paid a maximum of ~~720~~ 320 hours; parttime employees with 20 years of service prior to 10/2/2022 will be ~~320~~ 160 hours.
- Non-Civil Service employees with 20 years of service prior to October 1, 2022, will be paid a maximum of 720 hours.
- Employees with fifteen (15) years or more of cumulative service on or prior to October 1, 2022, will be administered in accordance with the previous version of the policy.

# Policy 316 – Paid Quarantine Leave

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- Added to become compliant with TLGC Section 180.008
  - ▣ Provides paid leave for fire fighters, peace officers, detention officers
  - ▣ Only applies to work related incidents



# Policy 810 – Employee Separation

- Employees with fifteen (15) years or more of cumulative service on or prior to October 1, 2022, will be administered in accordance with the previous version of the policy
- Changed the provisions that qualify an employee for City separation benefits.
  - ▣ Employees must have 20 years of service with the City
    - To receive payout of sick leave
    - To be eligible for medical/dental
- Reduced sick leave hours paid out upon separation or death
  - ▣ Previously 720 hrs, reduced to 320 hrs

# Policy 810 – Employee Separation

- Added: Employees with fifteen (15) cumulative years of service on or before October 1, 2022, will be handled in accordance with the version of this policy with an issue date of June 2017.
- Changed: Employees must have 20 years of service with the City to receive sick leave payout.

(3) Payment of Sick Leave as follows:

(A) Non-Civil Service ~~e~~Employees will be paid a maximum of 320 hours.

<del>Total Years of Employment with the City of Killeen</del>	<del>Maximum Sick Leave Paid</del>
<del>5 Years</del>	<del>400 hours</del>
<del>6 Years</del>	<del>480 hours</del>
<del>7 Years</del>	<del>560 hours</del>
<del>8 Years</del>	<del>640 hours</del>
<del>9 Years and more</del>	<del>720 hours</del>

# Alternatives Considered

- To not adopt the changes and additions to the Administrative Policies and Procedures handbook.
- To adopt the changes and additions to the Administrative Policies and Procedures handbook.

# Recommendation

- Staff recommends the adoption of changes and additions to the Administrative Policies and Procedures handbook because this action would ensure continuity and order among employees.