

City of Peñitas

County of Hidalgo

ORDINANCE 2001-01

AN ORDINANCE AMENDING ORDINANCE NO. 3-1994, COVERING VACATION, SICK LEAVE, AND PROVIDING FOR COMPENSATORY TIME AND AMENDING CITY SECRETARY QUALIFICATIONS, PROVIDING FOR SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City of Peñitas is a City operating under the General Laws of the State of Texas; and,

WHEREAS, since its inception the City has grown both in population and staff; and,

WHEREAS, the Board of Aldermen believe it is in the best interest of its employees to amend and supplement personnel Ordinance 3-1994.

THEREFORE, ORDAINED by the Board of Aldermen of the City of Peñitas as follows:

- I. Article IV. Section 4.1 Paragraph 2 is hereby deleted and amended as follows, to wit:

Full-time, permanent employees accumulate vacation time at the rate of ten days per calendar year. He/She may use ten working days as vacation leave after his/her first anniversary of employment with the City. There will be no accumulation of vacation leave from one calendar year to another:

Article IV. Section 4.2 is hereby deleted and replaced as follows:

The Board of Aldermen will adopt official holidays, which may, but not necessarily, coincide with the Hidalgo County Holiday Calendar.

Article IV. Section 4.3 paragraph 1 is hereby deleted and replaced as follows, to wit:

Full time, permanent employees of the City of Peñitas, will earn ten days of sick leave per calendar year. He/She may use ten working days as sick leave after his/her first anniversary of employment with the City of Peñitas. There will be no accumulation of sick leave from one calendar year to another:

Article IV. Is hereby amended and now providing for Section 4.9

Compensatory Leave, on an hour for hour basis, for a FLSA covered employee is earned:

- a. By law enforcement personnel who actually work in excess of 80 hours, but no more than 86 hours, in a fourteen day work period; or
- b. By an employee, including law enforcement personnel, when the total of hours actually worked is less than 40 hours for an employee who has a seven day work period or 80 hours for an employee who has a fourteen day work period, but the total of such hours actually worked, plus paid leave used, and official Holiday hours, exceeds 40 hours an employee who has a fourteen day work period.

A FLSA covered employee earns Compensatory Leave for overtime hours worked when the employee physically works more than 40 hours if the employee has a seven (7) day work period or 86 hours if the employee has a fourteen (14) day work period. When this occurs, the employee is credited with time and one-half leave (converted overtime) for each hour of overtime.

Unless authorized by the Elected Official/Department Head, a FLSA covered employee is expected to avoid working extra hours or overtime hours. Failure to secure prior approval subjects an employee to disciplinary action.

An employee receives compensation for extra hours or overtime hours as follow:

Upon approval of the Board of Aldermen, wages for extra hours or overtime hours may be paid in cash and included in the employee's pay check for the work period in which the extra hours or overtime hours occurred or in a pay check following such work period. If no such approval exists, employee must take compensation time within the same pay period.

Amend Article II
(Director)
(Finance)

City Secretary/Treasurer educational requirements are hereby deleted and amended as follows,

Desirable Knowledge, Abilities and Skills

1. Education: A high school diploma and bookkeeping certificate shall be the minimum requirements of the position.

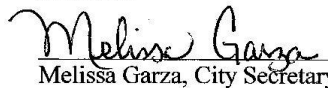
Should any word, phrase, sentence, paragraph contained herein conflict with Ordinance 3-1994, this Ordinance shall take precedence,
Should any word, phrase, sentence, paragraph or portion of this Ordinance be found illegal or unconstitutional or void the remaining portions shall remain in full force and effect. This Ordinance shall become effective on the date of passing.

PASSED AND APPROVED AT A REGULARLY AND DULY CALLED MEETING OF THE BOARD OF COMMISSIONERS OF THE CITY OF PEÑITAS, TEXAS, on the 6th day of February, 2001.



Mayor Servando Ramirez

ATTEST:



Melissa Garza, City Secretary