



City of Galveston

HUMAN RESOURCES DEPARTMENT

Kent Etienne Jr, Executive Director

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Date: October 22, 2020

To: Honorable Mayor and Members of City Council
Brian Maxwell, City Manager

From: Kent Etienne Jr., Executive Director

RE: **Consider for approval an ordinance of the City of Galveston, Texas; authorizing staff to carry-over and freeze unused personal, vacation, and compensatory leave balances that are over and above the allowable limits for civilian employees (non-civil service) on December 31, 2020.**

BACKGROUND:

1. On March 16, 2020, the City Council declared a local disaster following the emergence of the Coronavirus/Covid-19. Further, ordinance 20-056 extended the state of emergency until January 31, 2021.
2. City operations have been significantly impacted due to the local disaster and multiple threats of inclement weather during the calendar year. These unforeseen circumstances have significantly affected staff's ability to utilize accrued leaves available to them.
3. The City Handbook establishes the following policies for civilian employee leave balances and accruals:
 - a. Chapter 10A (Compensatory Time for Exempt Employees) of the City Handbook provides that compensatory time may be earned and used up to a maximum of 40 hours at any time.
 - b. Chapter 22 (Personal Days) of the City Handbook provides that all executive Employees be afforded 5 personal days (40 hours) on an annual basis. Personal days expire on 31st of December each calendar year.
 - c. Chapter 23 (Vacation) of the City Handbook establishes Maximum Balances for civilian employees in the four tiers below. Unused accruals above maximum balances are forfeited on January 1st each calendar year.

<i>Years of Service</i>	<i>Annual Hours</i>	<i>Maximum Balance (Hours)</i>
0 to 4	80	120
5 to 9	120	160
10 to 14	160	200
15 +	200	240





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CURRENT SITUATION:

1. The City of Galveston provides its employees with competitive compensation and benefits to ensure employees are valued and afforded adequate work life balance.
2. With consideration to back-to-back storm related events and the COVID-19 pandemic, members of management and staff have been unable to schedule annual vacations and/or plan for time away due to recent demands.

ISSUES:

1. While the City emphasizes the importance of work life balance and enforces policies to ensure adequate time is provided, the uncertainty of the weather and limitations worldwide surrounding the Coronavirus has precluded many City workers from planning and engaging in personal activities; and
2. While most employees will be unaffected by temporary policy changes, several tenured employees will be adversely impacted.

ALTERNATIVES:

1. Approve staff to carry-over and freeze unused personal, vacation, and compensatory leave balances that are over and above the allowable limits for civilian employees (non-civil service) on December 31, 2020.
2. Take no action.

RECOMMENDATIONS:

1. Authorize staff to carry-over and freeze unused personal, vacation, and compensatory leave balances that are over and above the allowable limits for civilian employees (non-civil service) on December 31, 2020.

Respectfully submitted,

Kent Etienne Jr.,





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Executive Director of HR & Civil Service

