

**TOWN OF BARTONVILLE, TEXAS  
RESOLUTION 2024-08**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, DENTON COUNTY, TEXAS, AMENDING THE PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL (PARM), CHAPTER 3, "WAGES AND SALARY INFORMATION", SECTION 3.04, "OVERTIME (EXCLUDING POLICE PATROL PERSONNEL EXEMPT PERSONNEL)", SUBSECTION E BY REDUCING THE MAXIMUM ACCRUAL OF COMPENSATORY TIME TO FORTY (40) HOURS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Bartonville desires to adopt certain policies regulating personnel and administrative regulations; and

**WHEREAS**, the Town Council of the Town of Bartonville, by Resolution 2015-07, adopted the Personnel and Administrative Regulations Manual for the Town of Bartonville; and

**WHEREAS**, the Town Council finds that it is in the best interest of the Town to adopt the amendment to Chapter 3, "Wages and Salary Information", Section 3.04(E) by reducing the maximum accrual of compensatory time to forty (40) hours.

**THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:**

**SECTION 1**

The foregoing recital is hereby found to be true and correct legislative findings of the Town of Bartonville, Texas, and are fully incorporated into the body of the Resolution.

**SECTION 2**

The Town Council of the Town of Bartonville, Texas does amend Chapter 3, "Wages and Salary Information", Section 3.04 of the Personnel and Administrative Regulations Manual for the Town of Bartonville, by amending subsection (E).

**SECTION 3**

An amended Chapter 3, "Wages and Salary Information", Section 3.04(E) is attached hereto and incorporated herein as Exhibit "A" and incorporated by reference and its terms and conditions are authorized effected immediately upon adoption by the Town Council of the Town of Bartonville.

**PASSED AND APPROVED this the 21st day of May 2024.**

**APPROVED:**

**ATTEST:**

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Jaclyn Carrington, Mayor

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Shannon Montgomery, TRMC, Town Secretary

## Exhibit A

### **3.04 Overtime (Excluding Police Patrol Personnel and Exempt Personnel)**

- E. Non-exempt employees may elect to received compensatory time off for such overtime hours in lieu of overtime pay at the rate of one and one half (1 ½) times the number of overtime hours for hours physically worked in excess of forty (40) hours in the work week. Non-exempt employees may accrue up to a maximum of forty (40) hours of compensatory time, and all compensatory time earned must be reported on time sheets. After the employee has accrued the maximum compensatory time and not used it as leave, all overtime accrued above the maximum must be paid. Accrued balance of compensatory time at separation from employment must be paid at a rate not less than the average rate received by the employee over the last three years of employment or their final rate of pay, whichever is higher.