



Item Brief

Meeting Date

January 27, 2025

Agenda Item

Discuss and consider action: Ordinance No. 2025-05: H. Archer

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING POLICY 8.07 VACATION LEAVE OF THE CITY'S PERSONNEL POLICY MANUAL BY UPDATING AND CLARIFYING REQUIREMENTS

Information

The City of Burnet Personnel Policies require regular review and updates to remain consistent with laws, regulations, industry standards, and best practices. Recruitment and retention are a nationwide concern, and the City of Burnet's goal is to ensure its practices support the organization's effort to hire and retain highly qualified staff.

After surveying vacation policies from other regional municipalities, staff found that several cities provide a policy provision that allows the City Manager to designate additional leave accrual hours for the purpose of recruitment and retention.

Current policy provides all new hires start at the beginning level of vacation accruals, with no provision to allow any adjustment to the accrual amounts designated if desiring to consider previous experience or a candidate's current leave accrual rate. As an example, a candidate with 10, 15, or 20 years of service would typically be earning more than two weeks of leave. Once they start with the City, they would begin accruing vacation leave back at the introductory rate of two weeks simply because they are new to the organization.

Adding a provision to allow the City Manager to grant additional leave accrual amounts for the purposes of recruitment and retention will help the City support the goal of hiring and retaining highly qualified staff.

Fiscal Impact

Approval of policy 8.07 may have future budget implications due to the possibility of increased leave accruals that may result in additional liability of leave payouts should a termination occur.

Recommendation

Staff recommends the approval and adoption of Ordinance 2025-05 as presented.