

**CITY OF EVERMAN, TEXAS
RESOLUTION NO. 2026-03-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AMENDING ARTICLE V – LEAVE POLICIES OF THE CITY OF EVERMAN PERSONNEL MANUAL BY AMENDING SECTION 5.02 VACATION LEAVE AND SECTION 5.03 SICK LEAVE REGARDING PAYMENT UPON SEPARATION; PROVIDING FOR IMPLEMENTATION; AND DIRECTING THE DIRECTOR OF HUMAN RESOURCES TO UPDATE AND DISTRIBUTE THE PERSONNEL MANUAL NO LATER THAN MARCH 31, 2026.

WHEREAS, the City Council of the City of Everman, Texas, has adopted a Personnel Manual to establish uniform employment policies and procedures for City employees; and

WHEREAS, the City Council finds it necessary and appropriate to amend Article V – Leave Policies to clarify and ensure equitable treatment of employees assigned to different work schedules, including Fire/EMS personnel assigned to twenty-four (24) or forty-eight (48) hour shift schedules; and

WHEREAS, the City Council desires to formally amend Section 5.02 (Vacation Leave) and Section 5.03 (Sick Leave) regarding payment upon separation to reflect these updates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, THAT:

SECTION 1. Article V – Leave Policies of the City of Everman Personnel Manual is hereby amended by amending sections 5.02 and 5.03 to read as follows:

“Section 5.02 – Vacation Leave

...

(g) Payment upon separation.

An employee who has completed at least six (6) months of service with the City, and who separates in good standing in accordance with Section 3.07, upon separation from employment is entitled to be paid for accrued unused vacation leave subject to the limitations below:

1. **Standard Work Schedule Employee.**
Eligible employees assigned to a standard forty (40) hour workweek shall be paid for accrued unused vacation leave up to a maximum of one hundred eighty (180) hours.
2. **Fire/EMS Personnel (24 or 48 Hour Shift Personnel).**
Eligible Fire/EMS personnel assigned to twenty-four (24) or forty-eight (48) hour

shift schedules shall be paid for accrued unused vacation leave up to a maximum of two hundred sixteen (216) hours.

Section 5.03 – Sick Leave

...

(f) Payment upon separation.

Upon separation all sick leave shall be canceled. If the employee returns to employment with the City within three (3) months of separation, sick leave that had been accumulated shall be restored. No payment shall be made for unused sick leave upon separation unless the employee is eligible for retirement or is deceased; in which case, payment will be subject to the limitations below:

1. **Standard Work Schedule Employee.**
Eligible employees assigned to a standard forty (40) hour workweek shall be paid for accrued unused sick leave up to a maximum of one hundred eighty (180) hours.
2. **Fire/EMS Personnel (24 or 48 Hour Shift Personnel).**
Eligible Fire/EMS personnel assigned to twenty-four (24) or forty-eight (48) hour shift schedules shall be paid for accrued unused sick leave up to a maximum of two hundred sixteen (216) hours.

...”

SECTION 2. All other provisions of the City of Everman Personnel Manual not amended herein shall remain in full force and effect.

SECTION 3. The Director of Human Resources is hereby directed to update the City of Everman Personnel Manual to reflect these amendments and to distribute the updated manual to all employees no later than **March 31, 2026**.

SECTION 4. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on the 10th day of March, 2026.

CITY OF EVERMAN, TEXAS

By: _____
Ray Richardson, Mayor

ATTEST:

Mindi Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney

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