



AGENDA ACTION FORM

Consideration of a Resolution to Amend Vacation Policy (#14)

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-370-2023
Work Session: December 4, 2023
First Reading: n/a
Final Adoption: December 5, 2023
Staff Work By: Tyra Copas
Presentation By: Tyra Copas

Recommendation:

Resolution to Amend Vacation Policy (#14)

Executive Summary:

The Human Resources Department has reviewed the vacation policy and is recommending changes to be more competitive in the recruitment process as well as help with retention.

Changes Include:

- Front-load 1-week vacation for all new hires (recruiting enhancement)
- Realign service time for additional weeks of vacation (retention enhancement)
 - 1 - 5 years = 2 weeks (no change)
 - 5 - 10 years = 3 weeks (change from 5 - 13 years)
 - 10 – 20 years = 4 weeks (change from 13 - 28 years)
 - 20+ years = 5 weeks (change from 28+ years)
- Addition on adding up to 1 week of unused vacation time at year-end to be converted to sick leave if hours remain after allowed carryover. This would benefit employees as unused sick time at retirement is credited toward years of service by TCRS.
- Any hours above the 2-week carryover and the 1-week conversion to sick leave would be forfeited.

Attachments:

1. Resolution
2. Vacation Policy #14 – with tracked changes
3. Comparison Chart

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—