

## 5.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

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### 5.12 PAY CERTIFICATE/LICENSE PAY

#### Certificate Pay – Administrative

Texas Registered Municipal Clerk - \$200 monthly

Certified Municipal Clerk, International Institute of Municipal Clerks - \$150 monthly

Master Municipal Clerk, International Institute of Municipal Clerks - \$200 monthly

Government Finance Officer of Texas Certification - \$200 monthly

### 5.13 TRAINING REIMBURSEMENT

Training paid for by the City is an investment made in good faith that there will be sufficient return on the investment from the employee. Therefore, employees whose training costs are paid by the City are expected to maintain employment with the City for a period of two years. Employees who fail to do so may be required to repay the cost of said courses and testing to the City at the time of their departure; unless the employee was terminated, or separation was otherwise, involuntary.

## 6.00 WORK SCHEDULE AND TIME REPORTING

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### 6.01 HOURS WORKED

Normal hours worked for most City employees are Monday through Friday, 8:00 am to 4:30 pm, with 30 minutes for lunch or 8:00 am to 5:00 pm, with one hour for lunch, or 7:30 am to 5:00 pm; Monday through Thursday and 8:00 am to 12:00 pm on Friday, with a 30 minute lunch, for a total of 40 hours per workweek. Workweek shall have the meaning assigned by the FLSA (a fixed and regularly occurring period of 168 hours or seven consecutive 24-hour periods). For the City of Mount Vernon, this is 12:00 am Wednesday through 11:59 pm on the following Tuesday. However, other hours of work and official work periods for individuals or groups of employees may be set by the department head with approval of the City Administrator.

## 7.00 BENEFITS

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### 7.01 MEDICAL AND LIFE INSURANCE

Upon annual approval of the budget, all regular full-time employees shall be eligible for budgeted HSA contributions by the City. Eligible employees hired after the start of the fiscal year, will receive a pro-rated contribution, reduced by every month of the fiscal year already passed upon successful completion of their probationary period; to be effective from date of hire.

## 8.00 LEAVE TIME

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### 8.03 VACATION LEAVE

Vacation time may be taken in one hour increments.

### 8.04 SICK LEAVE

**Use of Sick Leave.** Regular full-time City employees may use sick leave, subject to the following conditions:

6. Accrued sick leave may be taken in one hour increments.