
CITY OF PORT LAVACA

COUNCIL MEETING: JULY 8, 2024

DATE: 07.03.2024

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER
BRITTNEY HOGAN, INTERIM FINANCE DIRECTOR

**SUBJECT: CONSIDER AMENDMENTS TO THE CITY OF PORT LAVACA HR AND
WORKPLACE POLICIES BY ADDING 5.11 TIMEKEEPING POLICY AND 6.11
EMERGENCY POLICY**

BACKGROUND

- 1) *5.11 Timekeeping Policy:* In FY2024 the City of Port Lavaca started implementing an automated timekeeping system called Timeclock Plus, which is used to automate the time and attendance of the employees. This system is beneficial in the efficiency and effectiveness of the payroll process. The recommended timekeeping policy outlines information pertaining to the recording and tracking of hours worked, and the responsibilities of the employee and supervisor.

With this new system we are able to keep better records of time worked, accruals, and essentially cut the payroll process time in half by eliminating manual timesheets. Other features of this system include the ability to set Geofences, create specific automated rules according to FLSA laws and regulations, and the ability to track specific job codes (Training, Festival, Emergency, Etc.).

Attached is the recommended policy language to add a new section to the HR and Workplace Policies Manual, identified as Section 5.11 “Timekeeping Policy” to reflect this new timekeeping system.

- 2) *6.11 Emergency Policy:* Recently members of the Finance staff attended the TDEM T-600 (Texas Disaster Accounting 101) training and was given specific criteria on how FEMA determines eligibility of reimbursement based upon the entities policies already in place. The City’s current “Hurricane Employee Compensation Policy is not sufficient to meet current FEMA guidelines.

Attached is the recommended policy language to add a new section to the HR and Workplace Policies Manual, identified as Section 6.11 “Emergency Policy” to establish and clarify the procedures during a City Declared Disaster and clarify the compensation policy for employees during a City Declared Disaster.