

ORDINANCE NO. 2337

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, AMENDING SECTION 10 OF THE CITY OF MESQUITE CIVIL SERVICE RULES AND REGULATIONS BY PROVIDING FOR TEN (10) WORKING DAYS VACATION FOR EMPLOYEES EMPLOYED AFTER OCTOBER 1, 1986 WITH LESS THAN FIVE (5) YEARS SERVICE AND MAINTAINING THE SAME VACATION POLICY FOR ALL OTHER EMPLOYEES BY DECLARING THE EFFECTIVE DATE AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That Section 10 of the City of Mesquite Civil Service Rules and Regulations adopted March, 1968, is hereby amended by amending Subsection 10.5 to read as follows:

A. All regular full-time employees employed by the City prior to October 1, 1986 shall earn fifteen (15) working days vacation with pay each year subject to the following rules, regulations and procedures:

1. Vacation shall be accumulated at the rate of 1-1/4 days leave for each full month of completed service beginning with the first month of employment. An employee who enters the service before the 16th or who leaves the service after the 15th of any month shall earn 1-1/4 days vacation leave for that month.
2. Vacation shall begin to accrue immediately upon appointment, but may not be used until completion of six (6) months of satisfactory service.
3. Any employee leaving the services of the City in good standing following one year of continuous service shall be paid for accumulated vacation leave not to exceed twenty (20) working days. The vacation record of a terminating employee shall be calculated to a current basis to determine the amount of vacation due on termination.
4. Employees shall be expected to take their full vacation in the year in which it becomes due. Vacation leave will be calculated at the end of each calendar year, and under no circumstances shall an employee be credited with more than 30 working days vacation at the end of any calendar year.
5. Temporary, part-time, and seasonal employees shall

not earn vacation leave, nor be entitled to vacation pay upon separation.

6. Department and division heads shall schedule vacations, giving due consideration to the needs of the service and the ability of the remaining staff to perform the work of the department. The employee shall be permitted to take his vacation at such time, in the judgment of the department head and with the approval of the City Manager, as will best serve the interest of the City and the employee.
7. Official holidays occurring during a vacation leave shall not be charged against the employee's vacation leave.
8. Vacation leave may be taken for period of not less than one (1) day, and one day leave periods will be granted only when such scheduling will not interfere with the duties of the department.
9. No employee shall be given or entitled to take vacation leave in excess of the actual amount accumulated to his record.
10. No cash payment for unused vacation leave shall be made except on resignation, retirement, or death of an employee. Cash payment in lieu of vacation of persons currently employed shall not be permitted.

B. All regular full-time employees employed by the City after October 1, 1986 with less than five (5) years service shall earn ten (10) working days of vacation each year and all regular full-time employees with more than five (5) years service shall earn fifteen (15) working days vacation each year.

1. Vacation shall be accumulated at the rate of 6.66 hours per month for employees with less than five (5) years of service and shall be accumulated at the rate of ten (10.0) hours per month for employees with more than five (5) years of service. An employee who enters the service before the sixteenth or who leaves the service after the fifteenth of any month shall earn vacation leave for that month.
2. Sub-sections A(1) through A(10) above shall be applicable to this section.

C. Section 10.5 adopted by Ordinance No. 1551 shall remain in effect without change.

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SECTION 2. This Ordinance shall be effective from and after October 1, 1986.

SECTION 3. The fact that the present provisions for vacation of City employees do not properly reflect the amount of vacation time that certain employees with less than five (5) years of service should be entitled to receive creates an urgency and an emergency for the preservation of the public health, safety, and welfare and requires that this ordinance shall take effect immediately from its passage and publication as the law in such cases provide.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas on the 15th day of September, A.D., 1986.

Mrs. Brunhilde Nyetrom
Mrs. Brunhilde Nyetrom
Mayor

ATTEST:

APPROVED AS TO FORM:

Lynne Prugel
Lynne Prugel
City Secretary

Elland Archer
City Attorney

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