



**January 16, 2024**

**Work Session 5:30 PM**

**GODLEY CITY COUNCIL**



**CITY OF GODLEY, TEXAS**  
**City Council Work Session Agenda**  
**Regular Session – 5:30 p.m.**  
**January 16, 2024**

The Godley City Council will hold a Work Session at 5:30 p.m. in the City Hall Council Chambers, 200 W. Railroad Ave., Godley, Texas on Tuesday, January 16, 2024. This meeting is open to the public and subject to the Open Meeting Act. *Pursuant to Section 551.071 of the Texas Government Code, the Council may convene an Executive Session at any time during the meeting as deemed necessary to obtain advice from the City Attorney regarding any posted agenda item.*

**WORK SESSION – 5:30 P.M.**

**I. CALL TO ORDER / ROLL CALL**

Call to order and announce a quorum is present.

**II. WORK SESSION**

1. Discuss and receive input from Staff and Council in regards to the Proposed Safety and Accident Prevention Program Manual and direction on implementation (Mayor Pro Tem Papenfuss)
  
2. Update on the PTO Accruals. (Angela Winkle, City Administrator)

**ADJOURNMENT**

**Certification:**

I hereby certify that the above notice was posted on the bulletin board, at the Godley City Hall, 200 West Railroad Ave., Godley, Texas 76044, on \_\_\_\_\_, 2024 \_\_\_\_\_ am/pm and remained so posted at least 72 hours before said meeting was convened.

**NOTICE:** Godley City Hall is wheelchair accessible and special parking is available at the Front of the of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's Office a minimum of 24 hours before the meeting and every effort will be made to provide reasonable accommodations.

\_\_\_\_\_  
Brittany Gross, City Secretary

Certification of Notice of Meeting was removed on \_\_\_\_\_, 2024 at \_\_\_\_\_ a.m. /p.m. by \_\_\_\_\_

## Section 3: Personal Time Off (PTO) Accrual

### 3.1 Accrual of PTO Hours

At the City of Godley, we recognize the importance of work-life balance and understand that our employees may need time off for various personal reasons. To facilitate this, we offer a Personal Time Off (PTO) program to eligible employees. PTO accrual is designed to provide employees with paid time off for vacations, illness, family emergencies, and personal time away from work.

#### 3.1.1 Eligibility and Usage

All employees are eligible to begin accruing PTO hours from the first day of employment. However, employees may not use their accrued PTO until they have completed six months of continuous employment with the City of Godley.

#### 3.1.2 Beginning PTO Balance

As of September 19, 2023, and recognizing the City's past challenges in tracking PTO, we are pleased to offer all employees with 1 to 3 years of employment a beginning balance of 40 hours of PTO. Employees with 3 to 5 years of employment will receive a beginning balance of 120 hours of PTO, while those with 5 or more years of employment will receive a beginning balance of 180 hours of PTO.

#### 3.1.3 Accrual Rates

The accrual of PTO hours will be based on an employee's length of service with the City of Godley and their standard workweek.

The following accrual rates apply:

##### 40 Hour Employees (Standard Workweek):

- Less than 1 year of service: Employees will accrue PTO at a rate of 0.067 hours for every 80 hours worked, 1.539 hours per pay period
- 1 to 5 years of service: Employees will accrue PTO at a rate of 0.1 hours for every 80 hours worked, 3.84 hours per pay period.
- 5 to 10 years of service: Employees will accrue PTO at a rate of 0.133 hours for every 80 hours worked, 5.36 hours per pay period.
- More than 10 years of service: Employees will accrue PTO at a rate of 0.167 hours for every 80 hours worked, 6.92 hours per pay period.

**Exempt Employees (Salaried): Exempt employees will accrue PTO based on a standard 40-hour workweek, regardless of their actual hours worked.**

##### Employees Working More than 80 Hours per Week (e.g., Firefighters):

- Less than 1 year of service: Employees will accrue PTO at a rate of 0.083 hours for every 80 hours worked, 2.16 hours per pay period.

- 1 to 5 years of service: Employees will accrue PTO at a rate of 0.125 hours for every 80 hours worked, 3.25 hours per pay period.
- 5 to 10 years of service: Employees will accrue PTO at a rate of 0.167 hours for every 80 hours worked 4.34 hours per pay period.
- More than 10 years of service: Employees will accrue PTO at a rate of 0.208 hours for every 80 hours worked, 5.41 hours per pay period.

#### 3.1.4 Maximum Accrual

To ensure the efficient operation of our workforce and to encourage employees to use their PTO, there is a maximum accrual limit. Once an employee reaches the maximum accrual, they will not accrue additional PTO until they have used some of their accrued hours.

The maximum accrual limit is set at 240 hours for 40-hour employees and exempt employees. For employees working more than 80 hours per week, the maximum accrual limit is set at 300 hours. Employees are encouraged to regularly monitor their PTO balances and plan their time off accordingly.

#### 3.2 Use of PTO

After completing six months of continuous employment, employees are encouraged to use their accrued PTO for personal and family needs, including vacations, illness, appointments, and other approved personal reasons. The use of PTO is subject to supervisor approval.

#### 3.3 PTO Payout Schedule

##### 3.3.1 Payout Upon Separation

In the event of an employee's resignation or retirement, the City of Godley will provide a payout for any unused accrued PTO hours. The payout will be calculated at the employee's regular rate of pay at the time of separation.

##### 3.3.2 Annual PTO Payout Option

Employees with more than one year of service may request an annual PTO payout option. This option allows employees to receive a payout for up to 40 hours of unused PTO annually. Requests for the annual PTO payout must be submitted in writing to the City Administrator by November 1st of each year, and the payout will occur with the last paycheck of the calendar year.

#### 3.4 PTO Scheduling and Approval

PTO requests must be submitted to the employee's supervisor as far in advance as possible. Supervisors will make reasonable efforts to accommodate the requested time off, taking into consideration operational needs and staffing requirements. Requests will be approved based on the order in which they are received, and seniority may be considered if there are conflicting requests.

#### 3.5 PTO Recordkeeping

The City of Godley will maintain accurate records of PTO accrual, usage, and payouts. Employees are responsible for keeping track of their own PTO balances and ensuring the accuracy of their records.

### 3.6 PTO Policy Changes

The City of Godley reserves the right to modify or amend the PTO policy at any time. Employees will be notified of any changes to the policy in a timely manner.

\*Note: This section of the Employee Handbook is subject to change, and employees are encouraged to refer to the most recent version for the latest information on PTO accrual and usage policies.\*

## SECTION 8: SICK LEAVE

### Section 8:1 Usage Guidelines

Sick leave is provided to full-time employees for those times when it is necessary to be absent from work due to your own illness or to care for a dependent who is ill. In most circumstances, sick leave can also be used for time missed for doctor's appointments.

The following points relate to sick leave:

- A. Regular part-time employees, extra help or temporary employees will not earn sick leave.
- B. Absences due to illness of the employee or a dependent that lasts more than three working days will require a physician's release to return to work.
- C. The City retains the right to request a physician's verification for any absence due to illness.
- D. Compensatory accrual is paid on actual working hours over 40 per pay period only. If sick time is used during a pay period with overtime, those hours are used towards regular time or adjustment of sick time hours. There is no Overtime within the 40 pay period.
- E. Pay out only applies to those years of service worked at the City of Godley.

### Section 8:2 Sick Leave Accruals

Employees are granted 5 days of sick leave as a condition of their first day of employment. Sick leave is accrued at a rate of 3.08 hours per pay period for a maximum of 80 hours (10) days per year. An employee may not accumulate more than 300 hours.