

Village of San Leanna
P.O. Box 1107 • Manchaca, Texas 78652
Phone/Fax (512) 280-3898
Email – sanleanna2@yahoo.com
www.sanleannatx.com

November 2016

CITY ADMINISTRATOR EMPLOYEE SALARY & BENEFITS POLICY

The City Administrator works primarily with the Mayor, along with other members of the Council, to conduct the business of the Village of San Leanna.

The City Administrator is a non-exempt/salaried employee of the Village. Income tax may be withheld, and Social Security and Medicare taxes are deducted. Mileage and city expenses paid by the employee are reimbursed. No employee health insurance or retirement benefits are paid. The current position requires not less than 40 hours per week. Any additional hours are classified as overtime and are legally required to be paid at time and a half wages.

HOLIDAY LEAVE

Regular full-time employees are entitled to a paid day off for Federal-observed holidays. Official Federal-observed holidays occurring while an employee is on approved paid PTO (vacation or sick leave) will be treated as a paid holiday. Federal holidays include:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

PLANNED TIME OFF (PTO)/VACATION/SICK LEAVE

Regular full-time employees accrue PTO on a monthly basis. Regular part-time, or temporary, employees do not earn PTO. PTO accrues at the end of the first full month of employment at a rate of 8 hours for each full month worked in a calendar year, totaling 12 PTO days (96 hours) each 12 months. After three years of employment, employees shall earn 10 hours of PTO per month, totaling 15 PTO days (120 hours) each 12 months. After 5 years of employment, employees shall earn 13.3 hours of PTO per month,

totaling 20 PTO days (160 hours) each 12 months. An employee may not use any accrued PTO until successfully completing the initial 3-month employment orientation period. PTO must be approved and scheduled whenever possible, unless it is due to illness or emergency. Employees may not “borrow” unearned PTO and shall not receive payment in lieu of taking time off.

PTO USED FOR SICK LEAVE

Sick leave is PTO away from work due only to illness or injury that prevents the employee from working, for visits to the doctor or dentist, or to care for immediate family members who are ill or injured. The employee must notify the Mayor immediately if PTO must be used for sick leave.

MAXIMUM ACCRUALS

The maximum number of PTO days that may be accumulated is two times the employee’s current accrual rate. All days in excess of the maximum are lost on the employee’s next anniversary date. Employees will not be paid for PTO in excess of the maximum accrual or for PTO that is “lost” on their anniversary date, unless the needs of the Village preclude the taking of accrued PTO. In such a situation, deferred PTO will be granted or payment for the deferred hours will be made.

COMPENSATION FOR PTO

PTO is paid at the employee’s base rate at the time of PTO. It does not include overtime, but is paid only for hours the employee would ordinarily have worked. Employees will not be paid for any unused PTO, except upon separation of employment, or if an employee is precluded from taking scheduled PTO due to Village needs.

FLEX TIME

With the approval of the Mayor, the employee may flex the work schedule to attend to personal, medical, or dental appointments. There will be no accrual of flex time. Flex time to make up work time missed must be completed within two work weeks.

COMPENSATION FOR OVERTIME

If the employee must work more than 40 hours in a given week, prior approval must be provided by the Mayor. Any approved overtime hours will be compensated by time off, which must be completed within two work weeks. If it is not possible for the employee to take time off due to the work load, overtime hours will be paid at time and a half wages. Overtime hours worked without prior approval will not be compensated.