



City of Cottonwood Shores

3915 Cottonwood Drive
Marble Falls, Texas 78654
Tel: (210) 693-3830

SPECIAL MEETING December 13, 1994

The Special City Council Meeting was called to order by Mayor Kathy Griffith at the Community Center, 4111 Cottonwood Drive, Cottonwood Shores, Texas at 7.00 p.m.. All members of the City Council were present and confirmed by roll call.

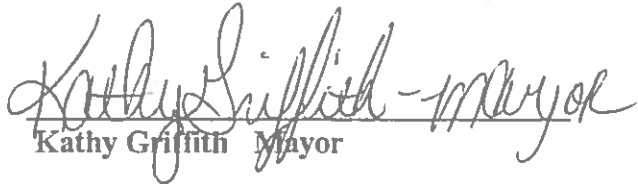
(a) The City Council convened into Closed Executive Session at 7.02 p.m..
The City Council reconvened into Open Session at 8.20 p.m..

(b) Commissioner Maugham made a motion to table the Sharon Mullen issue regarding her sick leave and vacation time until the January 12, 1995 Regular City meeting so that documentation can be presented to the Commissioners. Commissioner Gawlik 2nd the motion. All-Ayes, 0-Noes. Motion carried. City Commissioners stated that differences within the city personnel and council members had been resolved.

Commissioner Maugham made motion to adjourn the meeting. Gawlik 2nd the motion. Meeting adjourned at 8.23 p.m..

Respectfully,


Teri Hogan City Secretary/Clerk


Kathy Griffith Mayor



Attendance Record
City Commission Meeting

City of Cottonwood Shores

Date: December 13, 1994

Penny Dilworth

~~M. Ann Dilworth~~

H.D. Mc Bride

Bill Jones

Sharon Mullen

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Medical and/or Sick Leave

Each full-time employee or part-time employee who may qualify for paid vacation is entitled to up to two (2) weeks (10 working days) of paid Medical and/or Sick Leave during each calendar year. An employee earns one (1) Medical and/or Sick Leave day for each month of service, beginning from the employment date, until such time as a maximum of ten (10) working days has been earned. Medical and/or Sick Leave which has been used may be regained at the rate of one (1) day earned per month from the month taken until the maximum of ten (10) working days has been accumulated.

All Medical and/or Sick Leave for periods of three (3) days or longer must be supported by medical verification if required by the supervisor.

Medical and/or Sick Leave may not be accumulated in excess of two (2) weeks (10 working days). Granting of additional Medical and/or Sick Leave must be approved by the City Commission.

No employee may be paid for unused Medical and/or Sick Leave which has been earned and not taken.

APPROVED this the 16th Day of April, 1992.

Joseph F. Beyer, Mayor

Vacation/Sick Leave Policy

The City Commission on April 16, 1992 adopted the following policies regarding vacation, personal leave and sick leave for employees, effective this date. The benefits are not retroactive, except as specifically defined herein.

Vacation Policy

Each employee is entitled to two (2) weeks of vacation at his or her regular salary after one year of employment. For employees currently on the payroll whose first employment anniversary date occurs between April 17, 1992 and December 31, 1992, their next anniversary date will be considered their first anniversary date for vacation purposes. Employees whose first anniversary occurred on or before April 16, 1992 qualify immediately for the vacation benefit, which must be taken during 1992 or before their next anniversary date.

Full-time employees are employees who work a regular schedule of 40 hours per week year around. Part-time employees qualifying for the vacation benefit are those employees whose regular schedule requires working at least 20 hours per week year around. Meter readers and others paid on a piece-work basis and other part-time employees who work irregularly-scheduled hours and are paid an hourly wage or flat rate do not qualify for paid vacation.

All vacations must be taken within the calendar year following the date the vacation is earned. An employee may not be paid for vacation that is not taken. Vacation may not be accumulated from year to year and any vacation not taken during the calendar year after it is earned is forfeited without pay except by approval of the City Commission.

Vacation periods may be split. However, at least one-half of the earned vacation must be taken as a block vacation period. The remaining half may be scheduled irregularly as the employee wishes. All vacation scheduling must be approved beforehand by the employee's supervisor.

Emergency Personal Leave

Each employee is entitled to up to three (3) days each calendar year for Emergency Personal needs. Justification for such absence must be directly related to a personal or emergency situation which requires the employee's absence from work and must be related to a member of the immediate family. Immediate family is defined as the employee's spouse, parents or siblings of the employee or spouse, and children or other members of the employee's household who qualify as dependants for federal income tax purposes. Each employee qualifies for Emergency Personal Leave after ninety (90) days of employment.

All such absences must be approved by the supervisor.

Emergency Personal Leave may not be accumulated from one calendar year to the next. No employee may be paid for Emergency Personal Leave which is not taken. Emergency Personal Leave not taken during the calendar year earned is forfeited.