RESOLUTION NO. 2025-85

A RESOLUTION AMENDING THE CITY OF KINGSVILLE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL FOR POLICY NO. 720.020 – COMPENSATION FOR HOLIDAYS.

WHEREAS the City Commission previously adopted an administrative policy handbook for employees which included Policy No. 720.02 – Compensation for Holidays, which was approved on 08/28/2006 and amended on 09/10/2018 and 10/22/2018;

WHEREAS, the City is proposing an amendment to provide clarification and set the number of hours per holiday as 8 hours;

WHEREAS, the amendment establishes the process for compensating employees who work the holiday(s), removing the selling of holidays option and allowing for banking of holiday hours;

WHEREAS, employees not scheduled to work on an official holiday will bank the holiday;

WHEREAS, employees must schedule use of banked holidays within 12 months of accrual or forfeit the holiday.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS:

I.

THAT Policy 720.02 – Compensation for Holidays, attached as Exhibit A, is hereby approved;

II.

THAT all resolutions or parts of resolutions in conflict with this resolution are repealed to the extent of such conflict only.

III.

THAT this Resolution shall be and become effective on and after adoption.

PASSED AND APPROVED by a majority vote of the City Commission on this the 22nd day of September, 2025.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

POLICY NO. 720.02 COMPENSATION FOR HOLIDAYS

Full-time non-civil service employees shall be entitled to be paid Holidays according to Policy 720.01 Designation of Holidays. Temporary and Seasonal employees are ineligible for Holiday compensation.

Part-time employees shall be eligible for pay at 1 ½ times the regular hourly rate only when work is performed on an official City Holiday. No other holiday benefits eligible to Full-time Employees are applicable to Part-time employees.

The number of hours in a Holiday is defined as 8 hours. Work which occurs during 12:00 a.m. and 11:59 p.m. on the official Holiday shall be compensated at 1½ times an employee's regular rate of pay.

If a Holiday falls on a Full-time employee's regular day off, the employee shall be eligible for time off at a later time. The time off and hours of straight pay for each holiday is equivalent to 8 hours. If time off is requested, it must be scheduled and taken within 12 months of accrual or time will be forfeited.

If a Holiday falls on a Full-time employee's regularly scheduled work day, the employee shall receive 1½ times the employee's regular rate of pay for actual hours worked on the Holiday. The employee is also eligible for time off at a later time. The time off and hours of straight pay is equivalent to 8 hours. If time off is requested, it must be scheduled and taken within 12 months of accrual or time will be forfeited.

Full-time Employees on a leave of absence without pay on the Holiday shall not receive pay for the Holiday.

Holidays falling within a Full-time Employee's vacation period or within a period of absence properly chargeable to sick leave shall not be counted against vacation or sick leave. (*The hours of Vacation and/or Sick leave scheduled on the Holiday shall remain on the books and the employee shall be paid for the Holiday at the employee's regular rate of pay.*

Approved: September 22, 2025
& Effective October 1, 2025