

## **BENEFIT SUMMARY**

### **FOR FISCAL YEAR 2024-2025**

- **Vacation.** Each employee (other than in the Fire Department) earns two weeks (10 days) vacation for years 1 through 10, three weeks (15 days) for years 11-20, and four weeks (20 days) for 21 years and over.

Fire Department employees on 24-hour shift, earn 4 shifts for years 1 through 10, 6 shifts for years 11-20, and 8 shifts for 21 years and over.

All vacation time must be taken within an employee's anniversary year or it is forfeited. The City Manager and Department Heads have an additional three-month period following their anniversary to take vacation days.

- **Sick Days.** Each employee (other than in the Fire Department) earns 1 sick day per month. Any unused sick days at the end of the Fiscal Year (September 30) are moved to the employee's sick bank. An employee who has not used any of the twelve sick days during a fiscal year will earn 3 Bonus Vacation days.

Fire Department employees on 24 hour shifts, earn ½ shift (12 hrs.) per month. Unused sick shifts are moved to the employee's sick bank at the end of the fiscal year. A fire department employee who has not used any of the 6 shifts during a fiscal year will earn 1 ½ Bonus Vacation days.

Employees are not paid for unused sick time upon termination.

- **Sick Bank.** Employees may accumulate up to 180 days in the sick bank for use during a long-term illness or incapacity.
- **Uniform Allowance.** The employees in the Police, Animal Control, and Fire departments receive \$30.00 per month for uniform allowance. The plain clothes officers and the Police Chief receive \$60.00 per month.
- **Longevity Pay.** Each employee is paid \$5.00 per month in longevity pay for each year the employee works for the City.
- **Health & Life Insurance.** The City provides health and life Insurance for all full time employees. Life amount is \$10,000 per employee.
- **Retirement.** The City contributes to the Texas Municipal Retirement System for each employee at a ratio of 2:1. The employee contributes 7% of salary. The City updates service credit on an annual basis.
- **Holidays.** The City observes 15 paid holidays during the year as listed below:  
(The Firemen receive 7 ½ paid holiday shifts.)

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Texas Independence Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day (for Firefighters 9/11)  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Floating Holiday