



## *Agenda Briefing*

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**Date of Meeting:** March 16, 2021

**Responsible Department:** Human Resources

**Presenter:** Gayle Cook & Yesenia Garza

**Briefing Prepared By:** Yesenia Garza

**Strategic Focus Area:** Engage and Inform Public

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**General Information / Subject:**

Consider and take all appropriate action of proposed Ordinance No. amending the City of Seabrook "Personnel Policies" Chapter 5 "Compensation and Benefits" Section 25 "work week" by replacing with an updated "work week" policy.

**Executive Summary / Background:**

The work week policy as updated will define the schedules that employees may work as designed by the Department Director and approved the City Manager and in addition define their eligibility for overtime pay.

**All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.**

**Funding / Fiscal Information:**

**Account Number:**

**Amount Budgeted:**

**Amount Requested / Required:**

**Funding Source (if not budgeted):**

**Supporting Materials Attached:**



**Prior Action / Review by Council, Boards, Commissions:**

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**Staff Recommendation:**

**APPROVED BY:  
(as appropriate)**

Yesenia Garza  
Preparer or Department Director

3/10/2021  
Date

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer/Asst. Dir. of PW

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community and Visitor Relations Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Municipal Court

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Director

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Emergency Services Director

*Michael Gibbs*

\_\_\_\_\_  
Date

3/12/2021

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

*Gayle Cook*

\_\_\_\_\_  
Date

3/12/2021

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date