

**CITY OF SEABROOK
ORDINANCE NO. 2023-18**

**REVISION TO PERSONNEL POLICIES BY
ADDING THE EMPLOYEE ASSISTANCE PROGRAM POLICY AND AMENDING
THE HOLIDAY POLICY**

AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK “PERSONNEL POLICIES”, CHAPTER 5 “COMPENSATION AND BENEFITS”, BY ADDING SECTION 29 “EMPLOYEE ASSISTANCE PROGRAM AND THE REVISION OF SECTION 10 “HOLIDAYS POLICIES AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECTS.

WHEREAS, the City Manager is charged under Section 3.04 of the City Charter to be responsible to the City Council for the administration of all City affairs placed under his/her charge by Charter or Council, specifically including to direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by Charter or by law; and

WHEREAS, the City Charter, Section 4.06 “Personnel System” provides that the City Manager shall prepare personnel rules which may be adopted, with or without amendment by Ordinance of City Council; and

WHEREAS, the City of Seabrook “Personnel Policies” requires an amendment by adding the Employee Assistance Program policy; and

WHEREAS, the Employee Assistance Program Policy encourages employees to participate in a voluntary, work-based program that offers free confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related programs; and is attached hereto as Exhibit “A”, pending City Council review; and

WHEREAS, the City of Seabrook “Personnel Policies” requires updates and amendments to the “Holidays” policy by replacing it with an updated “Holidays” policy; and

WHEREAS, the Holidays Policy will establish guidelines and procedures for city observed holiday for full-time and part-time employees and to establish employee pay guidelines, as designated by the City Manager and is attached hereto as Exhibit “B”, pending City Council review; and

WHEREAS, the City Council of the City of Seabrook, Texas deems it is in the public’s interest to accept the amendment proposed and adoption of the Personnel Policy with this revision;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS:

SECTION 1. FINDINGS.

The findings and recitations set out in the preamble to this Ordinance are found to be true and correct and they are adopted by the City Council and made a part of hereof for all purposes.

SECTION 2. ADOPTION.

The "Personnel Policies" of the City of Seabrook, Chapter 5 "Compensation and Benefits," is hereby amended by adding the Employee Assistance Program policy; in said Chapter with provisions as specifically delineated in Exhibit "A", attached hereto and incorporated by reference for all purposes; and

The "Personnel Policies" of the City of Seabrook, Chapter 5 "Compensation and Benefits," Section 10, "Holidays" is hereby amended by replacing it with an updated "Holidays" policy in said Chapter with new provisions as specifically delineated in Exhibit "A", attached hereto and incorporated by reference for all purposes; and

SECTION 3. SEVERABILITY.

In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Seabrook, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. NOTICE

The City Secretary shall give notice of the enactment of this Ordinance by promptly publishing it or its descriptive caption and penalty after final passage in the official newspaper of the City; the Ordinance to take effect upon publication.

PASSED AND APPROVED on the first reading this _____ day of _____, 2023.

PASSED, APPROVED and ADOPTED on the second reading this _____ day of _____, 2023.

BY: _____

Thom Kolupski
Mayor

ATTEST:

BY: _____

Robin Lenio, TRMC
City Secretary

APPROVED AS TO FORM:

City Attorney