

RESOLUTION NO. 2024-11-06 PP

A RESOLUTION ADOPTING AND ESTABLISHING A JURY DUTY POLICY FOR CITY OF BRACKETTVILLE OFFICERS AND EMPLOYEES AND AMENDING THE CITY'S EMPLOYMENT HANDBOOK TO INCLUDE THE SAME

WHEREAS, the City of Brackettville is a Type-A general law municipality governed by a six-member Council consisting of one Mayor and five Council Members elected at large; and

WHEREAS, the City of Brackettville encourages employees to fulfill their civic responsibilities by serving on jury duty when required.; and

WHEREAS the City of Brackettville City Council as a governing body has the authority to establish and implement its own internal policies to govern the conduct of the City of Brackettville officers and City employees, so long as such policies are consistent with applicable state law; and

WHEREAS, the City of Brackettville City Council desires to adopt this Jury Duty policy to guide the City of Brackettville's officers and City employees in carrying out their respective civic duties and responsibilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRACKETTVILLE, TEXAS, THAT;

SECTION 1: The City of Brackettville Jury Duty Policy, attached to this Resolution, is hereby adopted and shall guide City officers and employees in participating in jury duty.

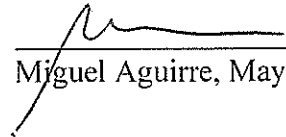
SECTION 2: The City of Brackettville Jury Duty Policy adopted herein is consistent with current state law governing civic leave for employees.

SECTION 3: The City of Brackettville Employment Handbook shall be amended to include the attached Jury Duty Policy, which policy shall be placed after the section titled Civic Leave and before the section titled Funeral Leave.

SECTION 4: A copy of the City of Brackettville Jury Duty Policy adopted herein shall be maintained by the City Administrator and shall be made available to the public in accordance with applicable state law.

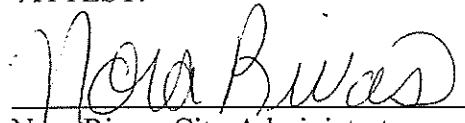
SECTION 5: The City of Brackettville Jury Duty Policy shall be effective upon passage of this Resolution.

READ, PASSED, AND APPROVED ON this 11th day of June, 2024.



Miguel Aguirre, Mayor

ATTEST:



Nora Rivas, City Administrator

EXHIBIT A JURY DUTY

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Jury duty leave is job-protected; an employee who is on jury duty is entitled to protection against termination of employment or other adverse action pursuant to applicable state law.

Non-exempt, full-time employees may request up to one (1) week of paid jury duty leave during any calendar year.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits or sick leave) or may request an unpaid jury duty leave of absence. Exempt, full-time employees will be paid their usual salary provided that they work any part of the work week.

Employees must show the jury duty summons to their supervisor as soon as possible, and in no event less than one (1) week prior to the start of the jury duty leave as reflected in the jury duty summons, so that the supervisor may make arrangements to accommodate their absence. Failure to do so may result in discipline up to and including termination of employment. Of course, employees are expected to report for work whenever the court schedule permits and a failure to report to work during working hours after an employee has been released from jury duty will constitute an unexcused absence.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

The City will continue to provide health insurance benefits for the full term of the jury duty absence.