

**CITY OF SEABROOK  
ORDINANCE NO. 2022-02**

**REVISION TO PERSONNEL POLICIES  
HOLIDAYS; ATTENDANCE; HARASSMENT AND SEXUAL HARASSMENT**

**AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF SEABROOK “PERSONNEL POLICIES”, CHAPTER 5 “COMPENSATION AND BENEFITS”, SECTION 10, “HOLIDAYS”; CHAPTER 6, “EMPLOYEE PERFORMANCE”, SECTION 1, “ATTENDANCE”; AND CHAPTER 7 “BEHAVIOR AND CONDUCT”, SECTION 10, “HARASSMENT AND SEXUAL HARASSMENT; BY AMENDING SAID CHAPTERS AND SECTIONS TO UPDATE POLICIES, AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED THERETO.**

**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 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 “A”, pending City Council review; and

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

**WHEREAS**, the Attendance Policy will establish guidelines and procedures for work hours for city employees, as designated by the City Manager and is attached hereto as Exhibit “B”, pending City Council review; and

**WHEREAS**, the City of Seabrook “Personnel Policies” requires updates and amendments to the “Harassment and Sexual Harassment Policy” by replacing them with an updated “Harassment and Sexual Harassment Policy”; and

**WHEREAS**, the Harassment and Sexual Harassment Policy will establish guidelines and procedures for a workplace free of unlawful harassment and sexual harassment, as designated by the City Manager and is attached hereto as Exhibit “C”, 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 hereof for all purposes.

**SECTION 2. ADOPTION.**

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

The "Personnel Policies" of the City of Seabrook, Chapter 6 "Employee Performance," Section 1, "Attendance" is hereby amended by replacing it with an updated "Attendance" policy in said Chapter with new provisions as specifically delineated in Exhibit "B", attached hereto and incorporated by reference for all purposes; and

The "Personnel Policies" of the City of Seabrook, Chapter 7 "Behavior and Conduct," Section 10, "Harassment and Sexual Harassment" is hereby amended by replacing with an updated "Harassment and Sexual Harassment" policy in said Chapter with new provisions as specifically delineated in Exhibit "C", 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, APPROVED, AND ADOPTED** on first reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 7<sup>th</sup> day of December 2021.

**PASSED, APPROVED, AND ADOPTED**, as revised on final reading with a quorum present, by an affirmative vote of a majority of Councilmembers present, in accordance with Seabrook City Charter Section 2.10 on this 4<sup>th</sup> day of January 2022.

BY: \_\_\_\_\_  
Thomas G. Kolupski  
Mayor

ATTEST:

BY: \_\_\_\_\_  
Robin Lenio, TRMC  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Weathered  
City Attorney