



**City of Dallas**

# **Personnel Rules Updates**

**Approved 9-18-2024**

Human Resources  
City of Dallas

# Background/History



The Department of Human Resources and the City Attorney's Office review and modify Chapter 34 of the Dallas City Code (City of Dallas Personnel Rules) to address:

- Outdated and/or obsolete information
- Changes to federal and state laws
- Modifications to City processes and procedures



The following changes are recommended for budgetary purposes.



# Purpose and Issues/Operation Concerns Addressed



Updates to the Personnel Rules will:

- Remove holiday pay for City temporary employees

Issues and Operational Concerns:

- Holiday pay for City temporary employees is not a common practice in municipal governments.
- Pay for temporary employees was approved on 11-9-22 with approximate costs to the city of \$330,000 annually.
- The process for calculating and paying City temporary employees is manual and time consuming for managers and compensation staff.



# Proposed Changes



- Sec. 34-9. (a) Employees
  - Add “Permanent” to the beginning of the line.
  - Remove reference for a temporary employee to be entitled to holiday pay.
- Sec. 34-25 (b) Holiday Pay
  - Remove the clause that every temporary employee is extended paid holidays.
  - Add the sentence “A temporary employee is extended the official holiday but without pay except that a temporary employee who is assigned to work on the official holiday will be paid for the hours worked.”
  - Remove other references to temporary employees in the section.





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# **Addendum Detailed Changes**

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# Addendum



Personnel Rules Reference	Personnel Rule Wording (Current)	Recommended Personnel Rule Wording	Reason
<p><b>34-9 Eligibility for Benefits</b></p>	<p>(a) <u>Employees.</u></p> <p>(1) A permanent full-time employee is eligible for employee benefits, including, but not limited to, paid leave as provided in this chapter, health benefit plan participation, life insurance, and retirement benefits. Benefits may be changed at any time subject to applicable law and subject to city council approval when required, for any lawful reason, including budget constraints.</p> <p>(2) An employee hired in a classification other than permanent full-time is eligible for benefits in accordance with federal law and as described in the applicable plan documents.</p> <p>(3) A temporary employee is entitled to holiday pay in accordance with Section 34-25(b).</p>	<p>34-9 Eligibility for Benefits</p> <p><u>(a) <i>Permanent Employees.</i></u></p> <p>(1) A permanent full-time employee is eligible for employee benefits, including, but not limited to, paid leave as provided in this chapter, health benefit plan participation, life insurance, and retirement benefits. Benefits may be changed at any time subject to applicable law and subject to city council approval when required, for any lawful reason, including budget constraints.</p> <p>(2) An employee hired in a classification other than permanent full-time is eligible for benefits in accordance with federal law and as described in the applicable plan documents.</p> <p>(3) <u>A temporary employee is entitled to holiday pay in accordance with Section 34-25(b)</u> (Reserved)</p>	<p>Add the word “permanent to the section title.</p> <p>Remove the reference for temporary employees to be eligible for holiday pay.</p>



# Addendum



Personnel Rules Reference	Personnel Rule Wording (Current)	Recommended Personnel Rule Wording	Reason
34-25 Holidays	<p>"(b) <u>Holiday pay.</u> Paid holidays are extended to every permanent employee <u>and to</u> every temporary employee as described in Section 34-9(a). A temporary employee is extended the official holiday but without pay except that a temporary employee who is assigned to work on the official holiday will be paid for the hours worked A full-time permanent or temporary employee receives holiday pay equal to the employee's standard work day. A part-time permanent or temporary employee receives holiday pay prorated on the basis of the average number of paid hours credited to the employee in the four payroll weeks preceding the holiday. For the purpose of calculating overtime, holidays are included as hours worked.</p>	<p>"(b) <u>Holiday pay.</u> Paid holidays are extended to every permanent employee <del>and to every temporary employee as described in Section 34-9(a).</del> <u>A temporary employee is extended the official holiday but without pay except that a temporary employee who is assigned to work on the official holiday will be paid for the hours worked</u> A full-time permanent <del>or temporary</del> employee receives holiday pay equal to the employee's standard work day. A part-time permanent <del>or temporary</del> employee receives holiday pay prorated on the basis of the average number of paid hours credited to the employee in the four payroll weeks preceding the holiday. For the purpose of calculating overtime, holidays are included as hours worked.</p>	<p>Remove the references to paid holidays for temporary employees.</p> <p>Add an allowance for temporary employees to observe the official holiday without pay except if the temporary employee is assigned to work on the official holiday.</p>

