

AGENDA

**Port Freeport
Personnel Committee
Special Meeting
Monday, January 27, 2025, 2:15 pm - 2:45 pm
In Person & Videoconference - Administration Building - 1100 Cherry Street - Freeport**

This meeting agenda with the agenda packet is posted online at www.portfreeport.com

The meeting will be conducted pursuant to Section 551.127 of the Texas Government Code titled "Videoconference Call." A quorum of the Personnel Committee, including the presiding officer, will be present at the Commissioner Meeting Room located at 1100 Cherry Street, Freeport, Texas. The public will be permitted to attend the meeting in person or by videoconference. The videoconference is available online as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/81830713899?pwd=1fZQjhV0f5fb6H8EuUeLcwibIGqhs.1>

Meeting ID: 818 3071 3899

Passcode: 261063

Dial by your location

• 1 346 248 7799 US (Houston)

Meeting ID: 818 3071 3899

Find your local number: <https://us02web.zoom.us/u/kOg07m1zj>

1. Committee Members: Croft (Chairman), Singhanian, Fratila
2. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
3. Roll Call.
4. Public Comment. (Public comment on any matter not on this Agenda will be limited to 5 minutes per participant and can be completed in person or by videoconference)
5. Public Testimony. (Public testimony on any item on this Agenda will be limited to 5 minutes per agenda item to be addressed per participant and can be completed in person or by videoconference. The participant shall identify in advance the specific agenda item or items to be addressed)
6. Review of the following Port Policies related to Attendance/Compensated Absences...
 - 5.1- Hours of Work
 - 5.2 - Holidays
 - 5.3 - Vacation Leave
 - 5.4 - Sick Leave
 - 5.5 - Leave Required for Jury Duty
 - 5.6 - Bereavement Leave
7. Adjourn.

The Committee does not anticipate going into a closed session under Chapter 551 of the Texas Government Code at this meeting for any other items on the agenda, however, if necessary, the Committee may go into a closed session as permitted by law regarding any item on the agenda.

With this posted notice, Port Commissioners have been provided certain background information on the above listed agenda items. Copies of this information can be obtained by the public at the Port Administrative offices at 1100 Cherry Street, Freeport, TX.



Phyllis Saathoff, Executive Director/CEO

PORT FREEPORT

Participation is welcomed without regard to race, color, religion, sex, age, national origin, disability or family status. In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, persons with disabilities needing reasonable accommodations to participate in this proceeding, or those requiring language assistance (free of charge) should contact the Executive Assistant no later than forty-eight (48) hours prior to the meeting, at (979) 233-2667, ext. 4326, email: bevers@portfreeport.com.

La participación es bienvenida sin distinción de raza, color, religión, sexo, edad, origen nacional, discapacidad o situación familiar. De acuerdo con el Título II de la Ley de Estadounidenses con Discapacidades y la Sección 504 de la Ley de Rehabilitación, las personas con discapacidades que necesiten adaptaciones razonables para participar en este procedimiento, o aquellas que requieran asistencia lingüística (sin cargo), deben comunicarse con el Asistente Ejecutivo a más tardar cuarenta -ocho (48) horas antes de la reunión, al (979) 233-2667, ext. 4326, correo electrónico: bevers@portfreeport.com.



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MEMORANDUM

TO: Commissioners
Chief Executive Officer

FROM: Rob Lowe

DATE: January 24, 2025

SUBJECT: Policy Updates

This month there are six policies that staff has reviewed and is presenting for further review and discussion of the Personnel Committee. This review is part of an ongoing review of all port policies.

5.1 – Hours of Work– update language for staff assigned to work during inclement weather or other disasters in line with the language used in Policy 4.1 and our hurricane plan.

5.2 – Holidays – no changes recommended.

5.3 – Vacation Leave – updated to include authorization for Executive Director/CEO to grant exceptions on new hire offers.

5.4 – Sick Leave – no changes recommended.

5.5 – Jury Duty – no changes recommended.

5.6 – Bereavement – updated to eliminate reference to Policy 5.4 and expand listing of immediate family.

PORT COMMISSION

RAVI K. SINGHANIA, CHAIRMAN; ROB GIESECKE, VICE CHAIRMAN; BARBARA FRATILA, SECRETARY; KIM KINCANNON, ASST. SECRETARY;
DAN CROFT, COMMISSIONER; RUDY SANTOS, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO

**PORT FREEPORT
POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
HOURS OF WORK**

SECTION 5.1

FULL TIME EMPLOYEES

Employees on a full-time monthly or hourly basis are expected to work a normal work schedule and shall be required to work the number of hours as listed below:

Normal Work Schedule:

40 hours per week (8 hours per day, 5 days per week, Monday through Friday unless otherwise designated by the department director)

ESSENTIAL ~~AND NON-ESSENTIAL EMPLOYEES~~ WORK PERIOD

For the purpose of severe weather or storms and other disastrous events, certain employees shall be assigned to the Coordination and Assessment Team (CAT) or shall be designated as ~~essential or non-essential~~ Key Personnel. ~~Essential personnel~~ CAT and Key Personnel designated staff are employees who have been assigned pre-event readiness and post-event recovery tasks. Non-exempt ~~essential-CAT and Key Personnel designated staff~~ employees required to work during an essential work period will be paid double their hourly rate of pay for the hours worked during that period. The essential work period is time worked when regular Port operations have ceased, for the purpose of pre-event readiness or post-event recovery, and as determined by the Executive Port Director/CEO or his/her designee. Further, non-exempt ~~essential-CAT and Key Personnel designated staff~~ employees working a minimum of sixteen hours in an essential work period will receive one regular work day off with pay following the essential work period. ~~Essential employees~~ CAT and Key Personnel designated staff failing to report to work during an essential work period will be subject to disciplinary action up to and including termination. Under a mandatory evacuation of the city or county, employees are advised that some "emergency critical personnel" will be required to remain in the area at a pre-designated facility.

(Corresponding Practices & Procedures – Section 6.1)

**PORT FREEPORT
POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
HOLIDAYS**

SECTION 5.2

Insofar as may be practicable within the discretion of the Commission, in the administration of the affairs of the business of this Port, no classified employee shall be required to work on the following days. However, all such holidays shall be declared as such one week in advance.

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Thursday & Friday
Christmas Eve & Day

If any authorized holiday falls on Saturday, it will be observed on the preceding Friday, If any authorized holiday falls on Sunday, it will be observed the following Monday. Any change or addition shall be recommended by the Executive Port Director/CEO and approved by the Commission.

To be eligible for holiday pay, each employee must work their regularly scheduled day immediately preceding and following the holiday or have time off approved by their supervisor prior to the holiday. If sick time is utilized for medical appointments on the day immediately preceding or following the holiday, that time must be approved by the employee's supervisor and must be supported by documentation following the visit.

(Corresponding Practices & Procedures – Section 6.1)

**PORT FREEPORT
POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
VACATION LEAVE**

SECTION 5.3

EARNING ANNUAL VACATION LEAVE

Annual leave for each calendar year shall be earned as follows:

Initial year of employment: Upon completion of six (6) months continuous service	40 hours
On <i>January 1st</i> of the year: First following date of employment: If hired prior to July 1st	80 hours
If hired after June 30 th	6.66 hours/month of employment
Second following date of employment and each successive year	80 hours
Sixth following date of employment and each successive year	100 hours
Tenth following the date of employment and each successive year	120 hours
Fifteen following date of employment and each successive year	160 hours

The Executive Director/CEO may authorize a variance to this policy in recognition of the years of experience a candidate for employment offers in filling an open position.

USE OF VACATION LEAVE

Annual vacation leave must be applied for in advance and may be used only when the application has been approved by the appropriate departmental director. Requests will be evaluated based upon various factors, including anticipated business requirements and staffing considerations during the proposed period of absence.

After their fifth year of employment and after using a minimum of 5 days of vacation leave, employees may exercise the option to sell back to the Port for cash account up to five (5) days of annual leave annually.

Accumulated vacation leave not to exceed five working days may be carried forward to the next calendar year.

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POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
VACATION LEAVE**

SECTION 5.3

REQUIRED LEAVE

All Port employees are required to take a minimum of 5 days of vacation leave annually. If management determines it to be in the best interest of the Port, any employee may be required to take additional annual vacation leave.

(Corresponding Practices & Procedures – Section 6.1)

Effective Date: 10/18/12 • Date Last Reviewed: 8/8/19 • Supersedes: 11/17/11 • Page 2 of 2

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POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
SICK LEAVE**

SECTION 5.4

PURPOSE OF SICK LEAVE

Sick leave is leave with pay granted to an employee who, through no fault of their own, is suffering with an illness or disability which prevents them from performing their usual duties and responsibilities or caring for an immediate family member suffering from an illness or disability.

EARNING OF SICK LEAVE

Sick leave for each calendar year shall be earned us follows:

Initial year of employment:

Upon completion of three (3) months
continuous service

If hired prior to July 1st 16 hours

If hired after June 30th 8 hours

On *January 1st* of the year:

Greater of 20 hours or 3.50 hours per month of employment up to 80 hours

USE OF SICK LEAVE

Sick leave with pay may be taken by an employee who has sufficient leave to their credit and charged in the same manner that annual leave is charged for the following:

1. Illness or injury which prevents them from performing their usual duties. A certificate by a registered physician certifying as to the manner of the illness or that the employee was unable to work as a result of the illness or injury may be required when an employee has been off sick, or injured, up and through a period of time in excess of two working days.
2. Illness, injury or death sustained by an immediate family member. Immediate family members shall include the following:
 - Parents, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities;
 - Spouse or domestic partner;
 - Children, including step-children, foster children and legal wards;
 - Siblings, including step-siblings; and
 - Any relatives, either by blood or marriage, living in the employee's household.

**PORT FREEPORT
POLICY MANUAL**

3. Medical, dental or optical consultation or treatment when the employee finds it impossible to secure an appointment after regular office hours or during non-working days.
4. Sick leave pay will be used to supplement any workers' compensation benefits or disability insurance benefits as provided by the Port. The Port shall deduct from an employee's sick leave pay a sum equal to the benefits received by such employee after the Port's workers' compensation or disability insurance plans.
5. Sick leave used for any purpose other than those stated above must be approved in advance by the Executive Director/CEO.
6. Each 40 hours of sick leave not used by any employee during each calendar year may be converted to 8 hours of additional annual vacation time and carried over to and used in the next calendar year.

(Corresponding Practices & Procedures – Section 6.1)

**PORT FREEPORT
POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
LEAVE REQUIRED FOR JURY DUTY**

SECTION 5.5

The Port realizes that it is the duty of its employees to serve when called for jury duty. Therefore, employees are permitted to report for jury duty and serve if selected without loss of pay. Should employees report for jury duty and be dismissed before 1 p.m., they must immediately report back to work.

(Corresponding Practices & Procedures – Section 6.1)

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POLICY MANUAL**

**ATTENDANCE/COMPENSATED ABSENCES
BEREAVEMENT LEAVE**

SECTION 5.6

If an employee wishes to take time off due to the death of an immediate family member, ~~as defined in policy 5.4~~, the employee should notify his/her supervisor immediately. An immediate family member is defined as spouse or domestic partner, parent, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities, grandparent, including step-grandparent, child, including step-children, foster children and legal wards or sibling, including step-siblings of the employee or employee's spouse. Paid Time off up to 2 days will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death. Bereavement leave requests of two days or less must be approved by the department director. Bereavement leave requests of more than two days may be approved by the Executive Port Director/CEO or his/her designee.

(Corresponding Practices & Procedures – Section 6.1)