



**NOTICE OF SPECIAL  
CIVIL SERVICE COMMISSION MEETING  
OF THE  
CITY OF SOCORRO**

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THE FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATION FOR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY CLERK'S OFFICE AT (915) 858-2915 FOR FURTHER INFORMATION.

LA INSTALACIÓN ES ACCESIBLE PARA SILLAS DE RUEDAS Y HAY PLAZAS DE ESTACIONAMENTOS DISPONIBLES. LAS SOLICITUDES DE ADAPTACIÓN PARA SERVICIOS DE TRADUCCIÓN DEBEN HACERSE 48 HORAS ANTES DE ESTA REUNIÓN. COMUNÍQUESE CON LA OFICINA DEL SECRETARIO DE LA CIUDAD AL (915) 858-2915 PARA OBTENER MÁS INFORMACIÓN

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NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON WEDNESDAY THE 13<sup>TH</sup> DAY OF NOVEMBER 2024 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:

**THIS WRITTEN NOTICE, AND THE MEETING AGENDA, ARE POSTED ONLINE AT [HTTP://COSTX.US/BOARDS-COMMISSION](http://COSTX.US/BOARDS-COMMISSION) THE PUBLIC CAN ALSO ACCESS THE MEETING BY CALLING TOLL FREE-NUMBER 844-854-2222 ACCESS CODE 323610.**

**THE PUBLIC MAY CALL IN 844-854-2222 ACCESS CODE 323610 BY 5:30 PM MOUNTAIN STANDARD TIME (MST) ON THE 13<sup>TH</sup> DAY OF NOVEMBER, 2024, TO SIGN UP FOR PUBLIC COMMENT AND THE AGENDA ITEM THEY WISH TO COMMENT ON. THE PUBLIC THAT SIGNED UP TO SPEAK WILL BE CALLED UPON BY THE PRESIDING OFFICER DURING THE MEETING.**

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1. Call to order
2. Pledge of Allegiance and a Moment of Silence

**3. Establishment of Quorum**

**PUBLIC COMMENT**

**4. Public Comment**

**CONSENT AGENDA**

**5. *Excuse* absent commissioners.**

*Olivia Navarro*

**REGULAR AGENDA**

**6. *Discussion and action* to ratify the amendment of 506A Overtime Uniformed Employee Policy as of December 7, 2023.**

*Carol Candelaria*

**EXECUTIVE SESSION**

Government Code, Sections 551.071 – 551.076 to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.)

Section 551.071 CONSULTATIONS WITH ATTORNEY

Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFT


Section 551.074 PERSONNEL MATTERS

Section 551.076 DELIBERATION REGARDING SECURITY DEVICES

*Carol Candelaria*


**7. *Adjourn***

**DATED THIS 8<sup>th</sup> DAY OF NOVEMBER 2024**

By:   
**Olivia Navarro, City Clerk**

I, the undersigned authority, hereby certify that the above notice of the meeting of the City Council of Socorro, Texas is a correct copy of the notice and that I posted this notice at least Seventy-two (72) hours preceding the scheduled meeting at the City Administration Building, 124 S. Horizon Blvd., in Socorro, Texas.

**DATED THIS 8<sup>TH</sup> OF NOVEMBER 2024**

By:   
**Olivia Navarro, City Clerk**

Agenda posted: 11-8-24@2:26 pm  
Removed: \_\_\_\_\_ Time: \_\_\_\_\_ by: \_\_\_\_\_

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2

*Rodolfo Cruz, Jr.*  
District 3/ Mayor Pro  
Tem

*Yvonne Colon-Villalobos*  
District 4

**DATE:** November 8, 2024

**TO:** Civil Service Chairman and Commissioners

**FROM:** Carol Candelaria -HR Director

**SUBJECT:** Discussion and action to ratify the amended 506A Overtime  
Uniformed Employees Policy as of December 7, 2023

**SUMMARY**

This action is to approve the ratification of 506A Overtime Uniformed Employees Policy that was approved 12/7/2023.

**STATEMENT OF THE ISSUE**

This action was discussed with the City Manager and City Development Director.

**FINANCIAL IMPACT**

**Account Code (GF/GL/Dept):** 001 / 05101 / 05

**Funding Source:** General Fund

**Amount:** (Includes annualized salary & fringe benefits)

**Quotes (Name/Commodity/Price)** N/A

**Co-op Agreement (Name/Contract#)** N/A

**ALTERNATIVE**

N/A

**STAFF RECOMMENDATION**

Human Resources is recommending the approval .

**REQUIRED AUTHORIZATION**

1. City Manager \_\_\_\_\_ Date \_\_\_\_\_
2. Finance Director \_\_\_\_\_ Date \_\_\_\_\_
3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
At Large / Mayor Pro – Tem

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2 / Mayor – Pro Tem

**Rudy Cruz Jr.**  
District 3

**Yvonne Colon - Villalobos**  
District 4

## **OVERTIME POLICY**

### **506 A. Overtime Uniformed Employees**

Effective Date: 04/12/2010  
Revision Date: 5/03/2012  
Revision Date: 11/15/2012  
Revision Date: 08/15/2013  
Revision Date: 11/21/2019  
Revision Date: 12/ 07 /2023

### **I. SCOPE**

This policy shall apply to all Uniformed Employees.

### **II. PURPOSE:**

To encourage performance and additional services and provide payment for additional hours worked for non-exempt employees and provide for payment of additional compensation to exempt employees in the event of extraordinary conditions merit a declaration of “manpower surge” condition.

### **III. POLICY**

In calculating compensation for non-exempt uniformed employees, the following Policy shall apply to all overtime.

- A. No overtime can be worked without the approval and authorization of the immediate supervisor.
- B. If an employee works overtime without first obtaining the immediate supervisors’ approval, employee may be subject to disciplinary action, up to and including termination of employment.
- C. Overtime slips must be submitted to the immediate supervisor no later than Monday before payday at noon. Failure to comply may result in delayed payment. Employees who fail to comply in excess of three (3) times within a six month period, will result in a one day unpaid suspension. Further infractions may result in termination.

- D. Time off for vacation and holiday but no other type of leave of absence, is counted as hours worked when calculating overtime pay. Any holiday that falls on a uniformed employee's regular day off will be paid at regular time.
- E. Overtime will be paid to non-exempt uniformed employees in compliance with state and federal law based on timecards submitted.
- F. For overtime calculation purposes, where an employee in a single workweek or single work period (see Section V. below) works at two or more different straight-time rates of pay, the regular rate for that week or work period is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked. This weighted average rate is then utilized to calculate the fifty percent (50%) premium for overtime work.

#### IV. Special Rules for Exempt Employees

- A. Overtime will not be paid to exempt employees unless the City Manager or his/her designee issues a declaration of manpower surge resulting from some extraordinary condition involving public health or safety. A manpower surge declaration shall apply only to the department or individuals designated in the declaration. Any such declaration must be reviewed and renewed at least every thirty (30) days. In order to receive overtime, pay during a manpower surge declaration, exempt employees shall prepare timecards in the same manner required for non-exempt employees.

#### V. Fourteen (14) Day 84 Hour Work Period

- A. Police officers are subject to special exceptions under Fair Labor Standards Act Section 7 (k) applies to a bi-weekly basis which permits the City to establish a work period which may vary from the regular work period of 40 hours in a seven-day work week.
- B. For the purpose of this policy TCOLE licensed uniformed personnel who are empowered to maintain peace and order, protect life and property, to prevent and detect crimes and have the power to arrest.
- C. All non-exempt police officers shall have a 14-day work period and are paid overtime for any time worked in excess of 84 hours during that 14-day period.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SOCORRO,  
TEXAS.

This \_\_\_\_ day \_\_\_\_\_ of 2023

\_\_\_\_\_  
Ivy Avalos, Mayor

ATTEST:

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Olivia Navarro, City Clerk

APPROVED AS TO FORM:

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James A. Martinez, City Attorney