



**City of Dyersville**  
City Administrator's Office

April 27, 2026

Mayor Jeff Jacque, and City Council Members  
City of Dyersville  
340 1<sup>st</sup> Avenue East  
Dyersville, Iowa 52040

RE: Resolution Amending Section 9.1 (Holiday Time) of the City of Dyersville Employee Policy Handbook

Dear Mayor Jacque, and City Council Members:

Section 9.1 of the City of Dyersville Employee Policy Handbook governs paid holidays and holiday compensation for City employees. The current language ties holiday pay eligibility to whether an employee "began their shift on the holiday." In practice, this shift-based trigger has produced inconsistent results for non-exempt employees whose schedules cross midnight or who are called in during a holiday, even though their regular shift began the day before or extends into the day after.

Over time, the City's payroll practice has effectively compensated non-exempt employees at one and one-half times their regular rate for hours worked on the calendar day of a recognized holiday — that is, from 12:00 a.m. through 11:59 p.m. on the holiday itself — regardless of when the shift started. This practice is fair and easy to administer. However, it does not align with the handbook's current language, creating a gap between the written policy and actual practice.

The proposed amendment closes that gap by aligning the written policy with the City's intended compensation practice and clarifying the rule going forward.

The amendment makes three things clear:

1. Holiday premium pay is triggered by the **calendar day of the holiday**, not by shift start time. Any non-exempt employee who works any hours between 12:00 a.m. and 11:59 p.m. on a recognized holiday will be paid at one-half times their regular hourly rate for those hours.



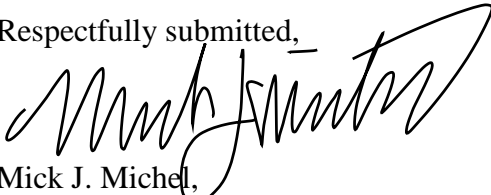
2. The premium applies only to **hours worked** during that 24-hour window. Hours worked before or after the holiday's calendar day are paid at the regular rate, even if they fall within the same shift.
3. The existing holiday leave benefit is unchanged. Employees who do not work on the holiday continue to receive their straight-time holiday pay as a paid day off, consistent with current City policy.

The amendment preserves every other element of Section 9.1 — the list of recognized holidays, the pro-rated benefit for part-time employees, and the Department Head's authority to schedule the observed holiday when a holiday falls on a Saturday or Sunday.

The public safety committee has reviewed this matter and recommends that the Council adopt the resolution amending Section 9.1 of the Employee Policy Handbook. The amendment resolves the confusion the Council identified, aligns written policy with established practice, and treats all non-exempt employees consistently, regardless of shift schedule.

If you have any questions, please feel free to contact me.

Respectfully submitted,



Mick J. Michel,  
City Administrator