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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: November 27, 2024

AGENDA ITEM TOPIC: Employee Handbook update

Number of Supporting Documents: **02**

Requested Action

Motion to approve the Employee Handbook changes as presented for section 3.5 Holiday Pay.

Background

I'm proposing the attached changes to the Employee Handbook section 3.5 Holiday pay.

After discussing with Supervisor Hohl, Clerk Dolan, and Treasurer Negri we feel that the holiday pay compensation for full-time (8) to (10) hour employees should be reduced from two times to one and one-half times their rate of pay for the hours worked.

We also feel that the full-time twenty-four (24) shift employees holiday pay should increase from 13 holidays to 14 holidays to align with the Employee Handbook changes that were completed in May of 2024 that affected holidays. May 21, 2024, effective July 1, 2024, changes were made to exclude Presidents Day and Veterans Day in exchange for three (3) floating holidays for Public Safety employees. I'm also requesting to specify the time period in which the holiday pay is calculated on.

I've also included a copy of the Employee Handbook section 4.1 Holidays in support of the change to the second requested.

3.5 Holiday Pay

If a full-time eight (8) to ten (10) hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at ~~two-times one and one-half times~~ their rate of pay for the hours worked.

Updated by Board of Trustees 5-21-24

If a twenty-four (24) shift employee is scheduled to work on a designated holiday, the employee shall receive twenty-four (24) regular pay. On the first pay in December of each year the employee will receive a yearly holiday allowance ~~based on the months of full-time employment status from 1/1/2024 through 11/30/2024, and 12/1 through 11/30 each succeeding year.~~ This allowance will be for ~~13~~ 14 holidays (see section 4.1 Holidays) at the annual base pay /2080 hrs. X ~~104~~ 112 hrs. = amount of allowance.

Part-time firefighters shall be paid double their hourly rate of pay for hours worked on Township-recognized holidays as determined by the Township Board.

Updated by Board of Trustees 9-2-22

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

4.0 EMPLOYEE BENEFITS

4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year's Day	Independence Day	Christmas Eve Day
Martin Luther King Jr. Day	Labor Day	Christmas Day
Good Friday*	Thanksgiving Day	New Year's Eve Day
Memorial Day	Day after Thanksgiving Day*	

Two (2) floating holidays – Township, Senior Center, Building & Grounds, and Department of Public Works employees.

Three (3) floating holidays – Public Safety employees.

*Applies to Public Safety and Department of Public Works employees.

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year's Day. Full-time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of ten (10).

Updated by Board of Trustees 5-21-24

Permanent part-time (non-seasonal) employees with an anniversary of five (5) years or more, and who worked at least an average of twenty (20) hours per week in the previous calendar year, will receive compensation at their regular rate of pay based on a maximum of eight (8) hours for full-day holidays that fall on their scheduled workday. Workdays that fall on a designated holiday will not be made up without prior Department Head approval.

Updated by Board of Trustees 5-21-24

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay