



# City of Hartford \* County of Van Buren \* State of Michigan

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**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager

**DATE:** November 25, 2024

**RE: APPROVAL OF CITY OF HARTFORD & INTERNATIONAL BROTHERHOOD OF TEAMSTERS CONTRACT AMENDMENT**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to consider amending the City’s International Brotherhood of Teamsters and the City of Hartford Police Department contract article XIX Holidays.

**DISCUSSION:**

The current International Brotherhood of Teamsters and the City of Hartford Police Department contract does not allow all federal paid holidays off. In October 2024, the city commission updated the city employee handbook to include all federal holidays. The employees cannot conduct all city business because Van Buren County offices and financial institutions are closed for the federal holidays. The second change includes removing floating holidays because staff will receive all federal holidays off with pay. The union representative asked if I could amend their contract to include the same benefits as the employee handbook under holidays and personal leave.

Proposed Change:

Section 1. Definition. The following days are designated as holidays under this agreement.

New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples’ Day, Veterans Day, Thanksgiving and Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.

Section 3. Personal Leave Days:

Each employee shall receive one personal leave day (12-hour shift) per year, taken at his discretion with the approval of the Police Chief. Any unused personal leave hours will be forfeited at the end of the calendar year.

**RECOMMENDATION:**

The Hartford City Commission approves the proposed amendment for the City’s International Brotherhood of Teamsters and the City of Hartford Police Department contract article XIX Holidays. The amendment will take effect immediately.