

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 – 045**



RESOLUTION TO APPROVE AN AMENDMENT TO THE CITY OF HARTFORD’S EMPLOYEE HANDBOOK

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, the current City of Hartford employee handbook does not allow all federal paid holidays off. The City 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 last change is to add a section called Personal Days for full-time salaried employees; and

WHEREAS, Vacation: The City of Hartford knows how important it is to spend time with family and friends during the holidays. The City of Hartford offers paid holidays throughout the year. Part-time non-exempt employees receive a prorated number of holiday hours based upon their normally scheduled hours compared to a 40-hour week schedule, rounded to the nearest half hour. Temporary employees are not eligible for holiday pay. Eligible employees will be paid at their normal rate. Full-time salaried and full-time non-exempt staff will receive eight (8) hours of holiday pay. The following are City observed paid holidays; and

WHEREAS, 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; and

WHEREAS, employees must work the full scheduled day before and after the holiday to be paid for these holidays unless the absence has been pre-approved. Excused absences for significant, unusual circumstances may be accepted for the day before or after the holiday. These exceptions must be reviewed and approved by the City Manager; and

WHEREAS, personal leave: Full-time salaried non-union employees shall be given (40) hours of personal leave per year. The city encourages employees to use it on the day of their choice in each calendar year; and

WHEREAS, new full-time employees will be given a prorated number of hours at the start of employment based on the hire date in the year. On January 1st, following the date of hire, the new employee will be given (40) hours of personal leave per year each year thereafter. Any unused personal leave hours will be forfeited at the end of the calendar years; and

NOW, THEREFORE BE IT RESOLVED, The Hartford City Commission approves the proposed amendment to the City’s employee handbook in the section “Holidays” and is adding a section on

“Personal Days.” The amendment will take effect immediately.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

RoxAnn Rodney-Isbrecht, City Clerk City of Hartford
19 West Main Street, Hartford MI 49057