



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager

DATE: October 28, 2024

RE: AMENDMENT TO THE CITY OF HARTFORD EMPLOYEE HANDBOOK

ITEM BEFORE THE COMMISSION:

The item before the Commission is to consider amending the City's employee handbook on the section "Holidays" and adding a section on "Personal Days."

DISCUSSION:

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.

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:

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.

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.

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.

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 year.

RECOMMENDATION:

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.