



MEMO

Human Resources

To: Personnel and Finance Committee
From: Elisa Hodge, HR Director
Date: 1/20/2025
Re: Holiday Pay Crossing Guards

Background information:

Year-Round Crossing Guards are classified as casual employees and do not currently receive any holiday pay for dates that fall within the school year. This affects those regularly employed Crossing Guards with losing a day's pay during those holidays.

Strategic Plan:

To support the goal of engagement and retention, it is proposed that Year-Round Crossing Guards will receive the following paid holidays:

- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day

Holiday pay hours will be 2 hours on each of the above designated holidays.

Paid holidays do not apply to Substitute Crossing Guards.

This change is recommended to be effective for the 2025-2026 school year and will be reflected in the next revision of the Employee Handbook.

Budget:

The annual cost for this added benefit is \$1,376.76 (\$16.39/hour x 6 holidays x 2 hours each x 7 year-round Crossing Guards).

Staff Recommended Action:

Staff recommend approving the addition of Holiday Pay for year-round Crossing Guards to be effective with the 2025-2026 school year.