



**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Sheila Dubs												
Meeting Date:	Tuesday, December 5, 2023												
Category:	NEW BUSINESS												
Type:	ACTION												
Subject:	Request for amendment to the Holiday Policy												
Background Information:	<p>Tall Grass Liquors is open for business 362 days a year; the three dates the store is closed are Thanksgiving Day, Christmas Day, and Easter. Scheduling employees to work for many of the other state and federal holidays has become a challenge. Staff are proposing to incentivize our part-time staff to accept holiday hours by paying a holiday premium pay. Staff are also proposing to allow full-time staff to “substitute” an alternative date as a holiday when he/she is required to work on the observed holiday in lieu of being paid the holiday pay and surrendering the day off. The requested policy amendment is shown in bolded type below (see last paragraph of policy).</p> <p>6.3 HOLIDAYS The following legal holidays are observed as paid holidays for all eligible employees:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>New Year’s Day</td> <td>Labor Day</td> </tr> <tr> <td>Martin Luther King, Jr. Day</td> <td>Veteran’s Day</td> </tr> <tr> <td>President’s Day</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Memorial Day</td> <td>Day after Thanksgiving Day</td> </tr> <tr> <td>Juneteenth</td> <td>Christmas Day</td> </tr> <tr> <td>Independence Day</td> <td></td> </tr> </table> <p>In addition to the above specified legal holidays, eligible employees are provided one (1) paid floating holidays (8 hours). Floating holidays must be approved by the appropriate supervisor, and should be requested by the employee at least one (1) week in advance of the day requested off. Floating holidays may not be carried into the next fiscal year. Floating holidays are earned on a pro-rated basis over the following 12 months; therefore, if an employee leaves City employment prior to the time the floating holiday has been earned, the final pay check will be adjusted accordingly.</p> <p>Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. For purposes of calculating the specified holidays and floating holiday, each holiday is calculated in terms of eight (8) hours for a total of 80 hours of legal holidays and 8 hours of floating holidays.</p> <p>When a specified holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.</p> <p>Full-time employees will receive payment for the holiday regardless of whether the holiday is worked. The holiday hours may not be taken/accrued as compensatory time off. For employees on shift schedules, when a holiday falls on an employee’s regularly scheduled day off, the employee will be entitled to eight (8) hours of holiday pay at the employee’s regular hourly rate of pay. When an employee’s services are required for</p>	New Year’s Day	Labor Day	Martin Luther King, Jr. Day	Veteran’s Day	President’s Day	Thanksgiving Day	Memorial Day	Day after Thanksgiving Day	Juneteenth	Christmas Day	Independence Day	
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	<p>an emergency or an essential public service on a holiday, the employee will be entitled to pay at 1.5 times the regular rate for each hour worked, plus eight (8) hours regular rate holiday pay.</p> <p>An employee on an unpaid leave of absence is not eligible for holiday pay.</p> <p>Non-essential City operations will close at 12:00PM (noon) on Christmas Eve day. Employees have the option to continue working or utilize paid leave accruals (except sick leave unless utilized in accordance with the policy) for the approved leave time.</p> <p>Tall Grass Liquor employees: Part-time employees who are scheduled to work on an observed holiday (reference schedule above) will be compensated at 1.5 times the regular rate of pay for all hours worked on the holiday. Non-exempt full-time employees who are scheduled to work on an observed holiday will have the option of: 1) compensation at 1.5 times the regular rate for each hour worked, plus eight (8) hours regular rate holiday pay; or 2) compensation at 1.5 times the regular rate of pay for all hours worked on the holiday, and be entitled to designate an alternative 8-hour day as a holiday. The alternative holiday designation must be taken within 30 days and approved by a supervisor.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended personnel policy.