

## CMP Employee Handbook update: Resolution 2025-10

- 13.5 -14 holidays (half day to full, New Years Eve). **Page. 13**
- 37.5 Change 40-hour work week. **Page. 13**
- 37.5 Change 40-hour work week **Page. 32**
- delete 24/48 Schedule (working 48/72) **Page. 37**
- delete (half day) **Page. 39**
- five working shifts paid leave for new hires. **Page 40**
- delete three attempts to pass certification exam. **Page 51**

### Explanation:

The Handbook Committee recommends aligning with other governmental agencies by designating New Year's Day as a full city holiday.

Historically, the city has considered employees full-time at 37.5 hours per week over seven days. However, regular business hours are 8 AM to 4 PM (40 hours) Monday through Friday, with some exceptions for public safety roles.

Additionally, fire department is transitioning the from a 24/48 schedule to a 48/72 trial period.

To aid in recruitment efforts, the committee suggests granting all new hires five vacation days. Current policy after one-year of employment.

Lastly, the committee proposes removing the policy: employees have three attempts to pass job-required tests, certifications, or licensure. Policy currently states employees will have to pay out-of-pocket if they fail after third attempt. Our vision is to empower, educate, and provide resources to ensure every employee's success in their respective positions before the third attempt.