

City Council Meeting Agenda Item Data Sheet

Meeting Date: September 18, 2023

Topic:

Discussion and Approval of Change to the City Policy related to Vacation/Holiday Hours

Background:

The existing City policy related to overtime does not count holiday hours as “hours worked” for the purpose of calculating overtime. Also, the current policy dictates that employees cannot use leave/vacation hours in excess of their regular schedule. As such, this has created challenges in getting employees to volunteer for special shifts when holidays are scheduled in the same week/pay period. The proposed policy change will treat holiday hours as “hours worked” and allow for employees to either a): “Flex” time by electing to have vacation time returned to their leave bank when there is any vacation used beyond regular schedule or b): Receive straight pay for any vacation time used beyond regular schedule.

Origination:

Recommendation:

Approval

Party(ies) responsible for placing this item on agenda: Kristie Lewis, HR Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____ Approved by _____
Staff Member Date City Manager Date