



MEMO

DATE: December 19, 2024

TO: Two Rivers City Council and City Manager Greg Buckley

FROM: Amanda Baryenbruch, City Clerk/Human Resources Director

SUBJECT: Holiday Pay Revisions

Background:

Currently, City departments operate with varying work schedules, including 8-hour, 9-hour, and 10-hour workdays. As a result, there is a disparity in how holiday pay is applied across departments. To address these differences, a more uniform and transparent approach to holiday pay is necessary. This change will ensure consistency in holiday compensation while maintaining fairness for all employees, regardless of their specific department's work schedule.

Proposed Changes:

1. **Holiday Pay Bank:**

Each employee will receive 64 hours of holiday pay annually. This will reflect the eight recognized holidays observed by the City each year. Employees will have this time placed into a holiday bank that they can use throughout the year.

2. **Floating Holidays:**

Employees currently receive two personal days per year. These two days will now be added to their holiday bank and will be available as "floating" holidays. Floating holidays can be used at the employee's discretion or to offset additional hours worked, depending on their specific department's schedule.

3. **Holiday Pay Tracking:**

This policy will also enable better tracking of holiday pay usage. If an employee works on a holiday, they will be able to use their holiday pay at a later date. The new system will accurately record when the employee takes that holiday, improving transparency and reducing discrepancies in time off tracking.

4. **Forfeiture of Unused Hours:**

Any holiday hours remaining in an employee's holiday bank at the end of the year will be forfeited and will not be paid out. This encourages employees to use their allotted holiday time and ensures that unused hours do not accumulate or result in financial liabilities for the City.



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CITY CLERK / HUMAN RESOURCES

1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

Rationale:

This modification to the holiday pay policy is essential to:

- Ensure fairness across all departments, accounting for different work schedules (8, 9, or 10 hours per day).
- Provide employees with the flexibility to manage their holiday time, while allowing them to take advantage of floating holidays based on their work schedule.
- Improve the tracking of holiday time off, ensuring that all records are accurate and aligned with actual holiday usage.
- Promote consistency in the City's approach to holiday pay, reducing confusion and potential inequities.

Conclusion:

The proposed changes to the holiday pay policy will streamline the City's approach to holiday compensation, reflect the varying work schedules across departments, and improve tracking and transparency of holiday time off. I recommend that the City Council approve this policy change to ensure fair and equitable treatment for all employees.

Thank you for your attention to this matter.

