

Personnel
12-21-15

15-1316

RESOLUTION

EMPLOYEE POLICY MANUAL
NON-EXEMPT NON-PROTECTIVE EMPLOYEE HOLIDAY PAY

WHEREAS, the City of Manitowoc's Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc, and;

WHEREAS, at a meeting held on Tuesday, December 15th, 2015, the Personnel Committee approved a modification to the Employee Policy Manual to revise the holiday pay for non-exempt, non-protective employees as follows:

Section 2. Holidays. Holidays are identified to establish a consistent procedure for scheduling business closure except in situations where staffing is required for emergency and maintenance operations. The following holidays will be observed: New Year's Day, ½ Day on Friday preceding Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding. When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When Christmas Day falls on a Saturday, the preceding Thursday will be observed for Christmas Eve and the preceding Friday will be observed for Christmas Day. Any non-exempt employee who is scheduled to work on any of the above holidays will be compensated at the rate of straight time time and one half for work performed on the observed actual holiday, the day preceding Easter and the day after Thanksgiving are not considered holidays and will not be compensated as such. Such employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday. ~~Police Lieutenants scheduled to work on a holiday will be paid time and one-half for work performed on the observed holiday.~~ Employees reporting to work on a "call-in" basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to revise the holiday pay for non-exempt, non-protective employee, listed above, effective January 1, 2016.

DEC 21 2015

INTRODUCED _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: WWTF - \$2,810.00 and DPI - \$4,363.00

Funding Source: WWTF and DPI salary lines

Finance Director Approval: /sc

Approved as to form: /kmm