RE: POLICE ADDITIONAL HOLIDAY LEAVE ACCRUAL

Background:

On 11/13/2023 Council approved the addition of a 13th holiday for the City of Nixa. Adding an additional holiday will change the accrual rate for commissioned officers starting 01/01/2024. Below is the monthly breakdown for each shift length:

12-hour shifts will accrue 13 hours of holiday leave each month, 156 hours annually
10-hour shifts will accrue 10.833 of holiday leave each month, 130 hours annually
08-hour shifts will accrue 8.67 of holiday leave each month, 104 hours annually

We will also be increasing the total number of holiday hours that can rollover from 144 hours to 156 hours.

Analysis:

With the addition of the 13th holiday, it is important that the holiday accruals of the commissioned officers be increased to accommodate this addition.

Recommendation:

Staff is in agreement with this change.

MEMO PREPARED BY:

Amanda Hunsucker | Director of Human Resources

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RESOLUTION NO. 2023-57

1 **A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S**
2 **PERSONNEL CODE BY MODIFYING POLICY 7.1.3 FOR THE PURPOSE OF**
3 **MODIFYING THE HOLIDAY LEAVE ACCRUAL RATE FOR COMMISSIONED POLICE**
4 **OFFICERS.**
5   _____
6
7   **WHEREAS** City Charter Section 7.2 requires the Council to adopt a personnel
8 code; and
9
10   **WHEREAS** the City maintains its personnel code in a Personnel Handbook, which
11 is modified by Resolution from time to time; and
12
13   **WHEREAS** the City Council desires to modify the Personal Handbook to add
14 Juneteenth as a paid holiday.
15
16   **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**
17 **NIXA, AS FOLLOWS, THAT:**
18
19   **SECTION 1:** The City's Personnel Handbook is hereby amended by repealing the
20 current Policy referenced within the Personnel Handbook as "7.1.3 Holidays" and
21 adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit A."
22 "Resolution Exhibit A" is attached hereto and incorporated herein by this reference as
23 though fully set forth herein.
24
25   **SECTION 2**: This Resolution shall be in full force and effect from and after its final
26 passage by the City Council and after its approval by the Mayor, subject to the provisions
27 of section 3.11(g) of the City Charter.
28
29 **ADOPTED BY THE COUNCIL THIS 11th DAY OF December, 2023.**
30
31   ATTEST:
32
33 _____   _____
34 PRESIDING OFFICER   CITY CLERK
35
36 **APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2023.**
37
38   ATTEST:
39
40 _____   _____
41 MAYOR   CITY CLERK
42
43 APPROVED AS TO FORM:
44
45 _____
46 CITY ATTORNEY

(Note: Lange to be added is indicated by being <u>underlined</u>. Language to be removed is indicated by being ~~stricken~~.)

7.1.3 Holidays

The following paid holidays will be observed:

> New Year's Day
> Martin Luther King Day
> President's Day
> Memorial Day
> Juneteenth
> Independence Day
> Labor Day
> Columbus Day
> Veteran's Day
> Thanksgiving Day
> Day after Thanksgiving
> Christmas Eve Day
> Christmas

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday. In the event that a two consecutive day holiday falls on a weekend, the holiday will be observed on the closest working day or decided by the City Administrator.

Holidays that fall on a regular workday or day off for emergency or essential service personnel will be compensated as follows:

a) Holidays that fall on a regular workday may be taken off that day if approved by the Supervisor.

b) If the holiday falls on a scheduled workday and is worked non-exempt employees will be paid at one and one-half times their hourly rate for hours worked or may record this as comp time. The time can also be flexed hour for hour, meaning, if the holiday falls on a Monday, the hours worked can be flexed during that work week (Monday-Sunday).

c) In lieu of the City of Nixa Holidays and Floating Holidays policies, commissioned officers will accrue holiday hours based on their assigned shift length <u>as listed below:</u> ~~of~~

> 1. <u>12-hour shifts will accrue 13 hours per month for a total of 156 hours max annually.</u> ~~12-hours (156 hours max annually),~~

> 2. <u>10-hour shifts will accrue 10.833 hours per month for a total of 130 hours max annually.</u> ~~10-hours (130 hours max annually),~~

3. 8-hour shifts will accrue 8.67 hours per month for a total of 104 hours max annually. or 8-hours (104 hours max annually).

Commissioned officers will accrue holiday hours equivalent to their shift length on the first pay period of the month for the months of January through December.

A supervisor may require the employee to take time off to reduce holiday leave time balances.

Commissioned officers will be allowed to use holiday time (in 0.25-hour increments) accrued upon approval from a supervisor.

Holiday time will be allowed to be banked to a maximum of 144 156 hours and rolled over from year to year. Since hours will be allowed to roll over, there will not be an annual payout for unused holiday hours.

The employee will be responsible for maintaining no more than 144 156 holiday hours. When a commissioned officer has reached the maximum allowed, further accrual of holiday hours will be suspended until the commissioned officer has reduced the balance below the 144 156 hours maximum.

All holiday hours should be scheduled 07at least seven days in advance in writing.

No more than 80 or 84 hours (depending on shift length) may be taken at a time.

Holiday hours and vacation hours cannot be combined or taken "back-to-back" to circumvent the 80 or 84-hour cap unless approved by the City Administrator**.

Holiday hours of less than 80 or 84 hours will be approved by your Supervisor according to departmental needs.

**Stipulations for more than 80 or 84 hours of holiday time:

1) Must have the time available to use.

2) Written letter asking for approval and explaining why the extra time is needed.

3) Any holiday time request longer than 80 or 84 hours should be approved by City Administrator at least 30 days in advance.

Upon voluntary resignation from city service, the employee shall be paid 25% of unused holiday hours.

Upon involuntary separation from city service, an employee shall not be entitled to receive payment for unused holiday hours.