

Revision and Additions to Policies after August 28, 2006

Change	Policy #	Policy Title	Approved	Effective
Revision	620.03	Working Hours and Timekeeping	September 15, 2014	
Addition	731.00	Flex Leave	November 14, 2016	Resolution #2016-80
Addition	890.11	Acceptable Use Policy	May 8, 2017	Resolution #2017-28
Addition	630.02	Night Shift Differential Pay	September 11, 2017	October 1, 2017
Revision	600.20	Health Insurance	September 25, 2017	
Revision	600.30	Life Insurance	September 25, 2017	
Updated	720.01	Designation of Holidays	September 10, 2018	October 1, 2018
Updated	720.02	Compensation for Holidays	September 10, 2018 October 22, 2018	October 1, 2018 October 22, 2018
Addition	740.01	Sick Leave Pool	December 10, 2018	
Revision	890.01	Smoke and Vape-Free Workplace	May 6, 2019	
Revision	630.01	Longevity	September 9, 2019	October 1, 2019
Revision	630.04	Separation Pay	September 9, 2019	October 1, 2019
Revision	640.01	Safety Incentive Award Program	September 9, 2019	September 9, 2019
Revision	830.00	Substance Abuse Policy	September 23, 2019	October 1, 2019
Addition	890.12	Safety-Toe Footwear & Reimbursement Policy	September 13, 2021	October 1, 2021
Revision	720.01	Designation of Holidays	September 7, 2021	October 1, 2021
Revision	731.00	Flex Leave	October 12, 2021	October 1, 2021

POLICY NO. 600.02 HEALTH INSURANCE

All elected officials and full-time employees in the competitive and civil service and such other employees meeting health plan eligibility requirements shall be offered health benefits in accordance with the following provisions:

- A. Elected officials and full-time employees shall be offered coverage under the City's group medical plan.
- B. Elected official and eligible employees may elect to have their dependents covered under the health plan with the City contributing a percentage of the premiums as established by the City Commission.

Approved: August 28, 2006
Revised: September 25, 2017



POLICY NO. 720.01 DESIGNATION OF HOLIDAYS

Certain days are official holidays for the City as declared by the City Commission. These "official City holidays" are:

<u>Description of Holiday</u>	<u>Date of Holiday</u>
New Year's Day	January 1 st each year
Martin Luther King, Jr. Day	Third Monday in January each year
President's Day	Third Monday in February
Good Friday	Friday before Easter each year
Memorial Day	Last Monday in May each year
Independence Day	July 4 th each year
Labor Day	First Monday in September each year
Columbus Day	Second Monday in October
Veteran's Day	November 11 th each year
Thanksgiving Day and Day after Thanksgiving	Fourth Thursday in November and Friday following
Christmas Day	December 25 th each year
Day before OR Day after Christmas (City Manager's discretion)	December 24 th OR 26 th each year
New Year's Eve	December 31 st each year

When an official City holiday falls on a Saturday, the preceding Friday will be considered the official holiday. When an official City holiday falls on a Sunday, the following Monday will be considered the official holiday.

For each of the official City holidays, it will be the policy of the City to permit as many Employees as possible to be given the day off from work. The welfare of the City's residents, however, dictate that certain Employees will be required to work in order to maintain operations of essential City functions.

Employees desiring to observe religious holidays that do not coincide with the official City holidays may be granted time off without pay for their observance. Such Employees may use accrued paid holiday or vacation leave time in such circumstances.

*Approved by City Commission: September 10, 2018
Effective Policy Date: October 1, 2018*

POLICY NO. 720.02 COMPENSATION FOR HOLIDAYS

Full-time and Part-time non-civil service employees shall be entitled to be paid Holidays according to Policy 720.01 Designation of Holidays. Temporary and Seasonal employees are ineligible for Holiday compensation. The number of hours in a Holiday is defined as the normal daily shift hours of a department. Work which begins during 12:00 a.m. and 11:59 p.m. on the official Holiday shall be compensated at 1½ times an employee's regular rate of pay.

If a Holiday falls on an employee's regular day off, the employee shall be eligible for time off or receive straight pay for the day. The time off and hours of straight pay is equivalent to a normal shift for the department. Employees must notify their supervisor of their choice by the end of the pay period in which a Holiday occurs. If straight pay is requested, it will be paid during the pay period in which the Holiday occurs. If time off is requested, it must be scheduled and taken prior to the end of the existing fiscal year.

If a Holiday falls on an employee's regularly scheduled work day, the employee shall receive 1½ times the employee's regular rate of pay for actual hours worked on the Holiday. The employee is also eligible for time off or straight pay for the Holiday. The time off and hours of straight pay is equivalent to a normal shift for the department. Employees must notify their supervisor of their choice by the end of the pay period in which a Holiday occurs. If straight pay is requested, it will be paid during the pay period in which the Holiday occurs. If time off is requested, it must be scheduled and taken prior to the end of the existing fiscal year.

Employees on a leave of absence without pay on the Holiday or on the scheduled work day immediately preceding or following the Holiday shall not receive pay for the Holiday.

Holidays falling within an Employee's vacation period or within a period of absence properly chargeable to sick leave shall not be counted against vacation or sick leave. *(The hours of Vacation and/or Sick leave scheduled on the Holiday shall remain on the books and the employee shall be paid for the Holiday at the employee's regular rate of pay.)*

*Approved by City Commission: September 10, 2018
Effective Policy Date: October 1, 2018*