Legislation Text

File #: 21-395, **Version:** 1

City Council Meeting Date: July 13, 2021

To: Mayor and City Council
City Administrator

From: Communications & Human Resources Director Mahowald

Consider Approval of Updated Handbook Policy 8.05 (Holidays).

Action Requested:
The Northfield City Council approves a Motion adopting the attached updated Handbook Policy regarding Holidays.

Summary Report:
The Labor Attorney and Department Coordination Team have reviewed this policy. The Council Employment Policy Committee discussed and made a motion to recommend approval this policy for City Council approval at their June 16, 2021 meeting.

This policy was updated in 2020 to allow part-time liquor store employees the ability to earn overtime when working a federal holiday observed by the city. The only change proposed this year is to remove the requirement of floating holiday hours to be used prior to the last pay period of the year. This primarily affects utilities staff and is best administered by employee request/supervisor approval for all pay periods within the calendar year.

Alternative Options:
None.

Financial Impacts:
None.

Tentative Timelines:
Staff recommends consideration of approval of Handbook Policy 8.05 Holidays to be effective July 13, 2021.