



Legislation Text

File #: 21-696, **Version:** 1

City Council Meeting Date: December 7, 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:

Benefit changes were discussed in closed session. The Council Employment Policy Committee discussed this policy at their November 18, 2021 meeting. The Labor Attorney has completed review as well.

8.05 Holidays

Starting with the December 26 - January 8 payroll, part-time employees working 20-29 hours per week will be eligible for holiday pay based on 20 regular hours worked per week.

Full-time employees working 30-39 hours per week are eligible for holiday pay based on 32 regular hours worked per week. The city does not have any employees working 30-39 hours per week at this time.

Each year, personal, floating, and wellness holidays will be added to employee banks during the second payroll in January. In 2022, the second payroll period is January 9-22, 2022. Hours will be reflected on the January 28, 2022 pay check stub.

Alternative Options:

Not Applicable.

Financial Impacts:

Benefit costs for part-time employees working regularly 20-29 hours per week were added to the 2022 budget.

Tentative Timelines:

Staff recommends consideration of approval of Handbook policy 8.05 Holidays to be effective December 26, 2021.