



TO: City Council
FROM: Angie Comstock – Deputy City Clerk
SUBJECT: Personnel Policy –Holiday Pay for Probationary Employees
DATE: April 11, 2023

Background:

Currently, the personnel policy does not allow employees within their six-month probationary period to receive holiday pay. The Personnel Committee feels that probationary employees should be eligible for holiday pay during that period and is recommending the following change to the personnel policy.

Action Requested:

Consider making a motion to approve the following change to the city’s Personnel Policy:

Benefitted employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Exempt employees are entitled to 8 hours of compensatory time if they work on a holiday. Any employee on a leave of absence without pay from the City is not eligible for holiday pay. If an employee takes PTO the day before the holiday or the day after the holiday, the employee is not eligible for holiday pay. Effective October 11th 2023, benefitted probationary employees are eligible for holiday pay if the above conditions are met. Temporary, seasonal, ~~probationary~~, and part-time employees are not eligible for holiday pay.