

SUMMARY OF AGENDA ITEM

DATE: December 11, 2008
TO: Mayor and Council
FROM: Legal Department
SUBJECT: Resolution 2460 - Amendment to Personnel Policy Manual (Holidays for Employees Working 4/10 Schedule)

Background:

As a cost saving measure, as of December 1, 2008, all non public safety employees will begin working a 4/10 schedule (i.e. Monday - Thursday, 7 a.m. - 6 p.m.). This new schedule has created two potential problems with the Town's schedule of paid holidays. (1) Some of the Town's paid holidays fall on Friday which is no long a work day; and (2) Currently, employees receive 8 hours of credited time per holiday, but the new 4/10 schedule calls for 10 hour days. The provision added by Resolution 2460 addresses both of these issues.

SUMMARY OF CHANGES:

- 1) Instead of having 10 paid holidays of eight hours each, employees working the 4/10 schedule would receive 8 paid holidays of ten hours each. I.e. employees will receive the same number of paid holiday hours (80).

If the Town retained all 10 eight hour holidays, employees would only receive 8 hours of holiday pay even though they were missing 10 hours of work. This would require employees to (1) work an additional two hours the week of the holiday, (2) use 2 hours of vacation leave or compensatory time, or (3) get paid for two hours less for each holiday day.

- 2) Prior to the beginning of each year, the Personnel Officer, with the approval of the Town Manager will designate 8 paid holidays (ten hours each). This yearly designation is necessary because a number of the paid holidays fall on different days of the week each year and each year some of the holidays fall on Friday (now a non work day).
- 3) For 2009, the Personnel Officer, with the approval of the Town Manager, has designated the following 8 paid holidays (ten hours each) for employees working a 4/10 schedule:

New Years Day	Thursday, January 1
Martin Luther King Jr. Day	Monday, January 19
Presidents Day	Monday, February 16
Memorial Day	Monday, May 25
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Thanksgiving	Thursday, November 26
Christmas Eve	Thursday, December 24

Note: For 2009 the 4th of July holiday (Saturday, under the regular 5 day work week would be celebrated on a Friday) and the day after Thanksgiving (Friday) would not be paid holidays because they fall on Friday.

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RESOLUTION NO. 2460

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, AMENDING SECTION 5, RULE 1.6 (HOLIDAYS) OF THE TOWN OF PAYSON PERSONNEL POLICY MANUAL, RELATING TO THE DESIGNATION OF PAID HOLIDAYS FOR EMPLOYEES WORKING A 4/10 SCHEDULE.

WHEREAS, the Mayor and Common Council of the Town of Payson have adopted the Town of Payson Personnel Policy Manual (the "Manual"); and

WHEREAS, Section 7 of the Manual provides that it may be amended by resolution of the Mayor and Common Council from time to time; and

WHEREAS, as a cost saving measure, as of December 1, 2008, all non public safety employees will begin working a 4/10 schedule; and

WHEREAS, such 4/10 schedule creates several potential problems surrounding the Town's Paid Holidays; and

WHEREAS, the Mayor and Common Council wish to amend the Manual to eliminate these potential problems,

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:

Section 1. That Section 5, Rule 1.6 (Holidays) of the Personnel Policy Manual be and is hereby amended to add the following at the end of such section, to read as follows:

If the Town Manager mandates a 4/10 schedule (four ten hour days per week) for a group of employees, notwithstanding the foregoing or Section 3, Rule 1.7, the following provisions shall apply:

Prior to the beginning of each calendar year, the Personnel Officer, with approval of the Town Manager, shall designate eight paid holidays (from the list of paid holidays above) which shall be the paid holidays for the employees who are mandated to work a 4/10 schedule.

On each of the eight holidays, employees mandated to work a 4/10 schedule shall receive ten hours of holiday pay.

Such eight paid holidays (ten hours each) shall constitute commensurate time off in lieu of 10 paid holidays (eight hours each) the employees would be entitled to if they were working a traditional 5/8 day schedule.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON this _____ day of _____, 2008, by the following vote:

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

Kenny J. Evans, Mayor

ATTEST:

APPROVED AS TO FORM:

Silvia Smith, Town Clerk

Samuel I. Streichman, Town Attorney