CIVILIAN EMPLOYEE CHAPTER 14 CODE OF ORDINANCES
REVISION FOR HOLIDAY COMPENSATION

PRESENTED TO THE

FISCAL AFFAIRS COMMITTEE
JULY 6, 2010

OMAR C. REID
HUMAN RESOURCES DIRECTOR
Requesting City Council approval for:

- Revision to Chapter 14-168 regarding municipal employee compensation for holidays:
  - Affects ONLY employees whose regularly scheduled day off falls on a holiday.
  - Reinstates option of allowing employees to accrue a holiday to be taken at a later date rather than requiring the employee be paid.
  - Requires payment to employees if holiday time is not taken within 180 days.
**Benefit:** Flexibility

- **Employee** – Gets to take the holiday off at a later date; if the time is not used within 180 days, it MUST be paid.

- **Director** – no longer *required* to pay employees for a holiday on their scheduled day off.
Current Ordinance Restrictions:

- **Inflexible** – if employee or department wants to reschedule day off, not allowed.

- **Costly** – $2,500,000 annually -
  $ 250,000 average per holiday.

*Does not impact employees working on a holiday*
Why Options?

- **Accrue**
  - Some employees prefer to have the time off
  - Budgetary relief

- **Pay**
  - In some operational areas, if employees took off accrued holidays, overtime would have to be paid to employees filling during their absence
Communication:

■ All employees will be notified
  ➢ E-mail
  ➢ Newsletter
  ➢ Bulletin Boards
  ➢ Face to face meetings

■ HOPE has been included
We are requesting your favorable consideration.

Thank you!