


CITY OF WASHINGTON
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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Joanie Baxter, Controller 
DATE: March 20, 2019
SUBJECT: Consideration of additional holiday for Non-Union Employees

Per the Mayor's direction, consideration is requested to add Good Friday as a holiday for non-union employees. Adding this holiday will bring the non-union personnel in line with the Laborer's union who just added the holiday in their current contract expiring in 2021. Laborer's now have ten paid holidays compared to non-union who have nine. Police have ten as well and are currently in negotiations for their contract which expires April 30, 2019.

The Martin Luther King, Jr. holiday was added in 2005 as a personnel policy, but was not done by resolution. It is recommended to add this one as well by resolution so it ultimately is incorporated in the Personnel Manual.

The attached resolution designates Good Friday as a paid holiday for full-time non-union personnel and incorporates Martin Luther King, Jr. officially into the Personnel Manual.

This resolution will be on the agenda of the special City Council meeting scheduled March 25, 2019 for action.

RESOLUTION NO. _____

**RESOLUTION AMENDING THE PERSONNEL MANUAL OF THE CITY OF
WASHINGTON, TAZEWELL COUNTY, ILLINOIS, BY REVISING ARTICLE X,
SECTION 3, ENTITLED "HOLIDAYS"**

WHEREAS, the Personnel Manual, Article X, Section 3(a), is in need of revision; and

WHEREAS, the existing Personnel Manual provides for the Personnel Manual to be amended by the City Administrator with the approval of the Mayor and City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
WASHINGTON, TAZEWELL COUNTY, ILLINOIS:**

Section 1. That Holiday Leave Benefits for Full-Time, Non-Union Personnel were amended by motion and approval at a meeting of the Corporate Authorities on November 21, 2005, by adding Martin Luther King, Jr. day as a paid holiday but was subsequently not incorporated into the Personnel Manual document, copy attached as Exhibit A.

Section 2. That Mayor Manier as Acting City Administrator requests that the City Council designate Good Friday as a paid holiday for Full-Time, Non-Union Personnel which will bring non-union personnel in line with laborers' union personnel in regard to the total annual holiday leave.

Section 3. That the Personnel Manual, Article X, Section 3(a), a copy of which is attached hereto and by reference expressly made a part hereof, of the City of Washington, Tazewell County, Illinois, be, and the same is hereby adopted.

Section 4. That the City Clerk shall provide a copy of the amendments to the Personnel Manual to all City employees within fourteen (14) days of the date of this resolution.

Section 5. That all resolutions or parts of resolutions in conflict with the provisions of this resolution be, and the same are hereby repealed.

PASSED AND APPROVED this _____ day of _____, 2019.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk

EXHIBIT A

PERSONNEL POLICY
City of Washington, IL

SUBJECT: Holiday Leave

APPLICABILITY: Full-Time, Non-Union Employees ONLY

DATE ADOPTED: November 21, 2005

1. The following are hereby designated as paid holidays: New Years Day (January 1), Martin Luther King, Jr. Day (Third Monday of January), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Day after Thanksgiving, Christmas Eve Day (December 24) and Christmas Day (December 25).
2. Employees shall receive eight hours of leave with straight-time pay for each of the above referenced holidays.
3. In the event that one of the above designated holidays falls on a Saturday, paid leave shall be granted on the immediately preceding Friday. If the holiday falls on a Sunday, paid leave shall be granted on the immediately following Monday.
4. If an employee is required to work on an otherwise off-duty Friday or Monday that occurs as a result of the circumstances described in Section 3 above, he/she will be compensated at the prevailing rate of pay for all hours worked in addition to the eight hours of straight time pay referenced in Section 2 above.
5. Employees who work on the actual day of the holiday specified in Section 1 above shall receive double time pay for all hours worked in addition to the eight hours of straight time pay referenced in Section 3 above.
6. In order to qualify for holiday pay specified in Section 2 above, the employee must either work or be on approved vacation, sick, training or compensatory leave on both his regularly scheduled work day immediately preceding and immediately following the holiday.
7. Other provisions of the city's personnel policies that are in conflict with the above are hereby repealed.

Approved by vote of the Washington City Council on November 21, 2005.

X.

ATTENDANCE AND LEAVE

3. Holidays.

(a) The following and other days as may be designated by the Mayor and City Council are holidays, and premium pay shall be provided for work on these days:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Good Friday	Day after Thanksgiving (not Pol. Dept)
Easter (Police Dept only)	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	

Employees who do not work on the holiday shall receive straight-time pay for the holiday. Eligible employees who work a legal holiday shall receive double time for hours worked in addition to eight hours straight-time pay for the holiday. Further, in order to qualify for holiday pay, the employee must work the full scheduled shift on his or her last scheduled day before the first scheduled day after the holiday, whether the same be a legal holiday or a floating holiday. An employee on approved time off for vacation, sick day, training or compensatory time on the day prior to or following the holiday shall not be in violation of this provision. Part-time telecommunicators that work on one of the City designated holidays listed above shall be paid double time for hours worked.

(Amended 3/7/88, R-276) (Amended 10/16/89, R-325) (Amended 4/15/91, R-361) (Amended 4/19/93, R-402) (Amended 11/21/05, on Motion)
(Amended 11/7/16, Ord 3209) (Amended 3/25/19, R-1264)