RESOLUTION 2022-03

A RESOLUTION AMENDING THE TOWN OF ODESSA PERSONNEL POLICY, CHAPTER 8, LEAVES, TO INCLUDE SUBSECTION 8.9; HOLIDAYS – TO INCLUDE JUNE 19 OTHERWISE KNOWN AS JUNETEENTH AS A FEDERAL RECOGNIZED HOLIDAY FOR TOWN OF ODESSA EMPLOYEES

WHEREAS, The Town of Odessa Personnel Policy states the federal recognized holidays for employees who are employed with the town are as follows:

**8.9 HOLIDAYS**

 The following 88 hours are recognized as paid holidays for all salaried and regular full-time employees:

 New Year's Day January 1

 Martin Luther King Birthday Third Monday in January

 President’s Day 3rd Monday in February

 Memorial Day Last Monday in May

 Independence Day July 4

 Labor Day 1st Monday in September

 Veteran’s Day November 11

 Thanksgiving Day 4th Thursday in November

 Day after Thanksgiving Day after Thanksgiving

 Christmas Eve Day December 24

 Christmas Day December 25

**8.9 HOLIDAYS**

 The changes following are for 96 hours to include Juneteenth (June 19) as a Federal recognized Holiday:

 New Year's Day January 1

 Martin Luther King Birthday Third Monday in January

 President’s Day 3rd Monday in February

 Memorial Day Last Monday in May

 Juneteenth Day June 19

 Independence Day July 4

 Labor Day 1st Monday in September

 Veteran’s Day November 11

 Thanksgiving Day 4th Thursday in November

 Day after Thanksgiving Day after Thanksgiving

 Christmas Eve Day December 24

 Christmas Day December 25

 Regular full-time employees shall be eligible to take one floating holiday, per year, after successful completion of employment, upon their first anniversary date; then shall be eligible to take two floating holidays, per year, upon their fifth anniversary date and yearly thereafter, upon anniversary date.

 Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

 Any employee of the Town who is on vacation or medically authorized sick leave when a holiday occurs will be given another day of their choice.

 Regular non-exempt employees required to work during a holiday will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the appropriate Department head.

 Commissioned Law Enforcement personnel, eligible for Town holiday benefits will be compensated for a worked holiday as regular time plus one and one-half time.

Part-time or temporary employees are not entitled to holiday benefits. Temporary employees will be paid at their regular hourly rate for hours worked on a holiday.

If an employee is called out to work on a Town scheduled holiday, the employee will be paid a minimum two hours, at one and one-half time pay.

NOW, THEREFORE, BE IT RESOLVED by the Odessa Town Council of the Town of Odessa that Chapter 8, Leaves is hereby amended to include changes to subsection 8.9, Holiday Pay and is included in the Personnel Policy.

APPROVED AND ADOPTED BY THE ODESSA TOWN COUNCIL, this 25th day of July, 2022. EFFECTIVE JANUARY 1, 2023.

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 William Crossley, Mayor

ATTEST:

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Meri Jane Bohn, Clerk-Treasurer