

RESOLUTION NO. 1051

**A RESOLUTION AMENDING THE PERSONNEL POLICIES
FOR THE CITY OF OSAWATOMIE, KANSAS**

WHEREAS, the City of Osawatomie, Kansas, has personnel policies in place that are applicable to all city employees; and

WHEREAS, these personnel policies have been in effect since January 1, 2015 and have been amended as needed from time to time; and

WHEREAS, on April 14th, 2022 the Governing Body approved the observance of Juneteenth as a city holiday; and

WHEREAS, additional modifications to the personnel policies are needed.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Osawatomie, Kansas:

Section 1. the Governing Body hereby amends Chapter 12, Section I of the city's personnel policies to read as follows:

Chapter 12: Employee Privileges, Time Off and Leaves of Absence

I. Holidays. Employees are eligible for holidays beginning the first day of employment.

a) Employees receive the following ~~ten (10)~~ **eleven (11)** holidays per year:

New Year's Day	January 1 st
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
The Day after Thanksgiving Day	Friday after Thanksgiving
Christmas Day	December 25 th

~~b) Additionally, one observed City-designated 8-hour floating holiday will be determined by the City Manager in December of the preceding year. This holiday will usually coincide with one of the other established holidays so as to create a four-day weekend (for example, if Christmas fell on a Thursday the floating holiday for the City may be Friday December 26th). For example, this day might be declared to lengthen a weekend such as New Year's Day, Independence Day or Christmas.~~

b) Holidays that fall on a Saturday will be observed on the preceding Friday, and those that fall on a Sunday will be observed on the following Monday. Exceptions will be made for shift workers who will observe the holiday on the same day.

- c) Full-time employees who do not work on an observed City holiday will receive eight hours holiday pay.
- d) Full-time, non-exempt employees who are required to work on an observed holiday shall be compensated at 1½ times the employee's regular rate of pay for the first eight hours worked and 2 times the employee's rate of pay for hours worked beyond eight. In addition, the employee will receive eight hours holiday pay at the employee's regular rate of pay. Police Department employees assigned to patrol will receive compensation at the rate of 2 times the employee's rate of pay for hours worked beyond eight only if they have over 80 hours in the pay period in which the holiday falls.
- e) Regular part-time employees ~~scheduled to~~ who work **on city recognized holidays shall receive 1.5 times their regular rate of pay. Employees will only receive holiday pay for hours worked on the actual holiday, not on observed days or dates.** ~~a minimum of 15 hours per week will receive holiday pay for those holidays that fall on their normal workday; holiday pay will be pro-rated based on employee's work schedule (i.e. 15 hours per week will receive 3 hours holiday pay; 30 hours per week will receive 6 hours holiday pay).~~
- f) To be eligible for holiday pay, an employee must be in a paid status for the entire last scheduled working day before the holiday and the entire first scheduled working day after a holiday.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 22nd day of September, 2022, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk