Cumberland Town Council

Ordinance 2017 – 7

Ordinance Amending Policies of the Employee Handbook Regarding Holiday Pay

Whereas, Section 00-03-32-01 of the Cumberland Town Code provides for policies for employment for the employees of the Town; and

Whereas, the Cumberland Town Council periodically reviews the provisions of these policies in order to ensure that these policies are consistent with Town practices and policies, and are compliant with federal and Indiana laws, rules, orders, and regulations, and are in the best interest of the citizens of Cumberland; and

Whereas, Section 6.04 of the Employee Handbook provides for holiday leave, and the Town Council finds that this section does not accurately reflect the current policies for police and utility employees; and

Whereas, the Town Council finds that Section 6.04 of the Employee Handbook should be amended in order to comply with the policies of the Town that provide incentives for police officers and utility employees who work on holidays; and

It is therefore ordained that Section 6.04 of the Employee Handbook is revised, and the revised section is attached as Exhibit “A”.

It is further ordained that all provisions of the Employee Handbook which are inconsistent with the employment policies contained in this ordinance are deleted and replaced by the language contained in this ordinance.
It is further ordained that all other provisions of the Employee Handbook, which are not expressly amended by this ordinance, will remain in full force and effect.

It is further ordained that the all provisions of the attached Employee Handbook shall be effective retroactively to January 1, 2017.

Adopted this 21st day of August, 2017

A Majority of the Cumberland Town Council

Anna Pea, President

Joe Siefker, Vice President

Nicole Bell, Council Member

Brian Gritter, Council Member

Aaron Cutshaw, Council Member

ATTEST:

Erica Salmon, Clerk-Treasurer
6.04 HOLIDAYS

6.04.1 Determination of Town Holidays: Holidays are determined by the Town Council on a yearly basis.

6.04.2 Hourly Employees: Hourly employees who are required to work on a scheduled holiday will be paid at a rate for holiday pay equal to 1.5 times their normal hourly rate for such holiday hours worked. Additionally, they will receive substitute holiday leave that can be used at any time during the next 180 days of the award of the substitute holiday leave. The number of hours of such substitute holiday leave will be equal to the number of hours actually worked on the scheduled holiday. Any holiday hours worked must be approved by the employee’s immediate supervisor.

6.04.3 Salaried Employees: Salaried employees who are required to work on a scheduled holiday will receive substitute holiday leave that can be used at any time during the next 180 days of the award of the substitute holiday leave. The number of hours of such substitute holiday leave will be equal to the number of hours actually worked on the scheduled holiday. Any holiday hours worked must be approved by the employee’s immediate supervisor.

6.04.4 Police Officers: Police officers who work on January 1, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day or New Year’s Eve will be paid at a rate for holiday pay equal to twice their normal hourly rate for such holiday hours worked. In order to be eligible for this special holiday rate, officers must work their entire shift on the holiday, must work the day before or the day after the holiday, and must be in compliance with their other time off (vacation, etc.). Additionally, all sworn police officers will receive alternate days off in lieu of the Town designated holidays. The amount of time off received will be equal to the number of Town declared holidays multiplied by eight hours. This time will accrue at the first of the year.