

City of Sterling Personnel Policies

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| Board President | | |
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CHAPTER 11 SCHEDULED CITY HALL CLOSURE DAYS

PURPOSE:

The purpose of this practice is to provide compensation on designated days when City Hall and other non-public safety operations are suspended.

SCOPE:

This Section Applies to all regular full time employees with the exception of the following: Non-Exempt Sworn Fire and Police Department Personnel, and regular full time non-exempt Public Safety Dispatch personnel. To be eligible for pay on the closure date an employee must have been either at work or on approved leave the work day immediately prior to and the work day immediately following the closure day.

SECTION 1 - DESIGNATED CITY HALL AND FACILITIES CLOSURE DAYS

Note: Effective 1-1-2007, Public Safety Departments and Divisions operating on a 24/7 basis (24 hours a day, 7 days a week) which cannot suspend operations, will no longer be awarded time off for City Hall closures. This affects fulltime city employees in the following capacities: Non-Exempt Sworn Fire and Police Department Personnel, and regular full time non-exempt public safety dispatch personnel. The previously awarded eighty (80) hours of time off with pay has been converted to a per hour dollar value and added to the base pay of those positions.

The City Charter authorizes City Hall operations to be closed on the following days previously designated as holidays:

1. January 1, New Year's Day
2. Third Monday in February, Presidents' Day
3. Last Monday in May, Memorial Day
4. July 4, Independence Day
5. First Monday in September, Labor Day
6. November 11, Veterans' Day
7. Fourth Thursday in November, Thanksgiving Day
8. Friday following the Fourth Thursday in November, the Day after Thanksgiving Day
9. December 25, Christmas Day

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In the event that one of the above specific calendar dates falls on a Saturday, office closure shall be observed on the preceding Friday; if the specific date falls on a Sunday, office closure shall be observed on the following Monday.

Regular full time non-exempt employees with the exceptions previously noted who are required to work on a day of City Hall closure due to the necessity of being at a city facility with fixed scheduled operations will be credited with 8 hours of additional personal leave and allowed to take those hours within the next thirty (30) days from that date as per department policy or instead shall receive additional straight time pay of eight (8) hours in lieu of additional personal time.

Employees observing the City Hall closure that are called in by a member of their supervisory chain will be paid eight (8) hours of straight time for leave disruption and straight time for the hours spent on the job. The eight (8) hours of leave disruption time will count as time actually worked for the purpose of overtime calculation for that week.

SECTION 2 - PERSONAL DAY

A tenth day is authorized as a personal day to be allocated to each eligible employee on an annual basis. This day is not subject to accrual nor can it be carried over into the next calendar year. The personal day will be awarded on January 2 of each year. Failure to schedule the personal day during the calendar year which it was awarded will result in the loss of the personal day. The personal day cannot be taken or applied retroactively. Regular full-time employees working as scheduled between 30 - 40 hours per week will receive a proportional amount of pay for the closure dates and the personal day as calculated in Section 3 of Chapter 10. An employee shall schedule the use of this personal day at least one week in advance using the same city or departmental practice established for requesting scheduled PTO time (See Section 8, item 1b of this chapter).