CITY OF CORTEZ
RESOLUTION NO. 5
SERIES 2022

A RESOLUTION ALTERING CITY POLICY CONTAINED IN THE EMPLOYEE HANDBOOK CREATING ADDITIONAL HOLIDAY OBSERVANCES FOR THE CITY OF CORTEZ

WHEREAS, the Cortez City Employee Handbook, Part II, Section III *Fringe Benefits* sets the officially recognized holidays for full-time employees; and,

WHEREAS, the list of officially recognized holidays does not include observance of Martin Luther King Jr. (MLK)/Civil Rights Day; and,

WHEREAS, recognition of MLK day, or lack thereof, could be interpreted by employees and community members as an indicator of our organizational values in relation to civil rights; and,

WHEREAS, it is important for local government organizations to be the embodiment of equality, equal protection, and quality service for all; and,

WHEREAS, a shift has occurred in the workplace wherein we must continually be looking for economical ways to remain competitive in order to attract and retain the best and brightest employees; and,

WHEREAS, the addition of a "floating holiday" to our list of fringe benefits that can be used at the employees discretion (but would expire at the end of the fiscal year) would be an economical way for the City to show commitment to and appreciation for our City employees at no additional cost.

NOW THEREFORE, BE IT RESOLVED BY THE CORTEZ CITY COUNCIL THAT the City of Cortez Employee Handbook, January 2020 edition, Part II, Section III *Fringe Benefits*, a copy of which is attached hereto as Exhibit A, is hereby AMENDED to include the official observance of "MLK/Civil Rights Day" (8 hours) and the inclusion of a "Floating Holiday" (8 hours) for all full-time employees.

EFFECTIVE DATE: The next MLK/Civil Rights Day will be observed in 2023, while the Floating Holiday will become effective upon passage of this resolution for FY2022.

MOVED, SECONDED, AND ADOPTED THIS 25TH DAY OF JANUARY, 2022.

CITY OF CORTEZ

ATTEST:

MICHAEL J. LAVEY, MAYOR

LINDA L. SMITH, CITY CLERK

III. FRINGE BENEFITS

1. Holidays: The following are currently recognized as official holidays for full-time employees of the City of Cortez.

   New Year's Day, January 1 - eight hours
   President's Day - eight hours
   Memorial Day - eight hours
   Independence Day, July 4 - eight hours
   Labor Day, First Monday in September - eight hours
   Veterans Day, November 11, eight hours
   Thanksgiving Day, Fourth Thursday in November - eight hours
   Day following Thanksgiving - eight hours
   Last working day before Christmas Day - four hours
   Christmas Day, December 25 - eight hours
   Last working day before New Year's Day - four hours

   a. Observance: In observance of the foregoing holidays, all City offices will be closed with the exception of those departments whose operation is necessary for the preservation of the public health and safety or where recreation is provided to the public.

   b. Patrol Officers, Sergeants, and Communications Technicians: In lieu of official holidays, patrol officers, sergeants, and communications technicians will receive an equivalent number of additional vacation days.

   c. Holidays Falling on Weekends: Holidays falling on Saturday are observed on the preceding Friday, and holidays falling on Sunday are observed on the following Monday.

   d. Holidays During an eligible Employee's Vacation or Sick Leave: Holidays occurring during an employee's vacation shall not be counted as vacation time. This does not apply to personnel who receive vacation in lieu of holidays. If the holiday occurs during an employee's sick leave, no sick leave will be charged for that day.

   e. Eligible Employees: Full-time employees are eligible for paid holidays. Employees who are eligible for overtime who work on any holidays will earn overtime (at the applicable rate of accrual) with the exception of those employees who are regularly scheduled to work the holiday. Part-time and temporary employees, who worked at least 780 hours the previous year, are eligible for holiday pay on a pro-rata basis for the holidays which occur during their employment with the City and after having been employed for a full year or a full season.

2. Social Security: All City employees, except certified police officers, are subject to the Federal Social Security Act. Contributions for both the City and employee are determined by current Social Security laws.

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   Day following Thanksgiving - eight hours
   Last working day before Christmas Day - four hours
   Christmas Day, December 25 - eight hours
   Last working day before New Year's Day - four hours
   One "floating holiday" at the employees discretion (expiring at the end of each fiscal year) – eight hours

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