

City of Dade City

AGENDA MEMO

To: Honorable Mayor and Members of the City Commission
From: William C. Poe, Jr., City Manager
Subject: Request to Change Section 7.01, Personnel Rules & Regulations – Holiday Schedule
2009-2010
Date: August 18, 2009

It is requested that the City Commission consider the following information and recommendations:

BACKGROUND:

The personnel Rules and Regulations of the City of Dade City contain a provision in the Section 7.01 relating to the official holidays observed by the City as approved by the City Commission.

ISSUES:

It was requested last year to have December 26th as a city observed holiday. Commission approved the request and stated that the issue would need to be approved each year. Due to budget constraints, again this year employees will not receive a raise. I would like to offer the employees an additional holiday on Christmas Eve, December 24th.

With approval of the request, the city will have 11 recognized holidays and 1 personal day. The personal day can be used anytime during the fiscal year. (proposed holidays attached)

ALTERNATIVES:

- 1) The City Commission may choose to amend the current holiday schedule by continuing to recognize two days at Christmas. (Christmas Eve and Christmas Day)
- 2) The City Commission may choose to retain the approved holiday schedule as it currently exists in the Personnel Rules and Regulations.

RECOMMENDATION:

It is respectfully requested that the City Commission amend the official holiday schedule for FY 2009-2010 to include an additional recognized holiday as December 24, 2009.

FUNDING:

Departments with shift personnel and responsibility for emergency or after hours response schedule adequate personnel for holidays. Anticipated cost of overtime for the total number of holidays allocated is included in departmental budgets.

CITY RECOGNIZED HOLIDAYS

Recognized Holidays for FY 2009/2010

Veteran's Day	Wednesday	November 11, 2009
Thanksgiving Day	Thursday	November 26, 2009
Day after Thanksgiving	Friday	November 27, 2009
Christmas Eve	Thursday	December 24, 2009
Christmas Day	Friday	December 25, 2009
New Years Day	Friday	January 1, 2010
Martin Luther King, Jr. Day	Monday	January 18, 2010
Good Friday	Friday	April 2, 2010
Memorial Day	Monday	May 31, 2010
Independence Day	Monday	July 5, 2010
Labor Day	Monday	September 6, 2010

Each employee is given 1 day (8) hours of Personal Leave (Fiscal)

Vacation Accrual Rate:

Number of Consecutive Years Of Employment	Days Yearly	Hours Earned Each Month
1 through 5	12	8.00
6 through 10	14	9.33
11 through 15	16	10.67
16 through 20	18	12.00
Over 20	22	14.67

Sick Leave Accrual: 8 hours monthly

Bereavement Leave: 24 hours maximum for immediate family