



Town of Huachuca City

The Sunset City

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RESOLUTION NO. 2018-12

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING CHANGES TO THE TOWN'S PERSONNEL POLICES CONCERNING HOLIDAY PAY.

WHEREAS, pursuant to Ordinance No. 2018-04, the Town Council removed the Town's personnel polices from the Town Code and directed the Town Manager to develop and maintain the Town's Personnel Policy Manual; and

WHEREAS, on April 26, 2018, the Town Council approved the Town Manager's Personnel Policy Manual and has approved amendments to it from time to time [the "Manual"]; and

WHEREAS, the Town Manager has developed another revision to the Manual concerning holiday pay, attached hereto as Exhibit A, and incorporated herein by this reference; and

WHEREAS, the Council has reviewed the proposed change, and finds that adopting it is in the best interests of the Town, its residents and employees.

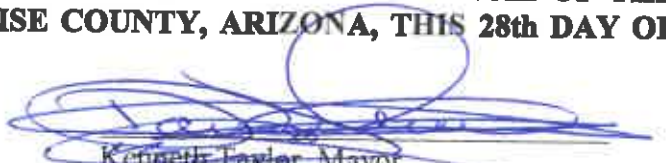
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, Arizona, that the Manual is hereby revised with the policy change reflected on Exhibit A.

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized and directed to implement the policy change forthwith.

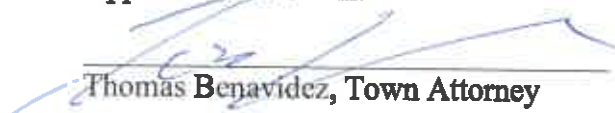
PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 28th DAY OF JUNE, 2018.

ATTEST:


Jennifer Fuller, Town Clerk


Kenneth Taylor, Mayor
Donna Johnson, Mayor Pro Tem

Approved as to Form:


Thomas Benavidez, Town Attorney

[Exhibit A]
[Personnel Policy Change]

2.130.590 Holidays.

The holidays to be observed in the town of Huachuca City are as follows:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Thanksgiving Day (After – Friday)
Independence Day	Christmas Day
Labor Day	

NOTE: When a holiday falls on a Saturday, the preceding Friday shall be observed.

When a holiday falls on a Sunday, the following Monday shall be observed.

Holidays that do not fall within the employee's regularly scheduled workweek will be banked as flex holidays. These flex holidays will be capped at 200 hours total, and are not payable upon termination or resignation of employment. It should be noted that the public safety and other essential service employees may be required to be on duty on the holidays in the interests of the public health, safety or general welfare of the town. (Personnel Policies and Procedures, revised January 1, 2015)

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at one and one-half times their straight-time rate for the plus pay for the hours worked on the holiday at their standard wage rate. It should be noted that Public Safety and other essential service employees might be required to be on duty on holidays in the interest of public health, safety, or general welfare of the Town. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime pay.