

294.01 HOURS OF WORK.

The five-day, forty-hour week shall be the standard work week for employees, unless otherwise provided. The City Manager may, at ~~the City Manager's~~ discretion, establish different hours of work for specified units or for individual employees due to special program needs, vacation schedules, vacancies or unusual or emergency situations. The hours of operation for City Hall shall be 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., except for those departments which operate continuously or for which other rules are established by the City Manager. There is no guarantee of a forty-hour work week or an eight-hour work day.

(Ord. 14-78. Passed 11-28-78.)

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294.03 HOLIDAYS.

(a) Official City holidays shall be as follows, unless otherwise contractually provided:

- (1) New Year's Day
- (2) Martin Luther King ~~Jr. Day (also known as MLK Day)'s Birthday~~
- (3) Presidents' Day
- (4) Good Friday
- (5) Easter
- (6) Memorial Day
- ~~(7) Juneteenth (June 19<sup>th</sup>)~~
- ~~(87)~~ Independence Day
- ~~(98)~~ Labor Day
- ~~(109)~~ Veterans' Day ~~(November 11<sup>th</sup>)~~
- ~~(110)~~ Thanksgiving Day and the Friday following
- ~~(124)~~ Christmas Eve Day
- ~~(132)~~ Christmas Day
- ~~(143)~~ The employee's birthday (floating holiday)

(b) To be eligible for holiday pay, an employee must be a full-time permanent employee when the holidays occurs, and must have worked all of ~~their~~ scheduled hours on the day before and the day after such holiday (if scheduled to work on a holiday, then to be eligible the employee must actually work ~~their~~ scheduled hours) unless the employee's absence is due to:

- (1) The employee being on ~~their~~ scheduled vacation;

(2) Rescheduling of the work week at the supervisor's direction; or

(3) Other reasons compensable under this chapter.

Additionally, the employee must have actually worked or been on vacation within thirty days of the date celebrated as a holiday in order to be eligible for holiday pay.

(c) When a holiday falls on Saturday, the preceding Friday shall be the authorized day off. When a holiday falls on a Sunday, the following Monday shall be the authorized day off, except Easter, which is included as an official holiday only for shift work personnel.

(d) All holidays shall be considered to commence at the beginning of the first shift on the day on which the holiday is observed and continue for twenty-four hours.

(e) The employee's birthday holiday is a "floating holiday" and may be taken with the department head's approval at any time during the year after the holiday occurs.

(f) One day of holiday pay for full-time permanent employees shall equal eight hours of pay at the employee's straight-time hourly rate.

(g) Employees who are members of an employee organization shall celebrate holidays and receive holiday pay as provided in the applicable sections of their collective bargaining agreement.

(Ord. 14-78. Passed 11-28-78.)