

Regular Workshop – September 15, 2014  
Agenda Item 7  
Consent Agenda

Agenda Item: Proposed Resolution 2014-29, Amending Section 15, Holidays of the Personnel Rules and Regulations (PRR's)

Presenter: Town Manager

Summary: The Town Commission adopted Resolution 02-05 which provides for the holiday schedule for Town employees. In addition, the Town's Personnel Rules and Regulations, Section 15.01, Item A, references *"One other day before or after December 25 may be designated as a holiday by the Town Manager with approval of the Town Commission"*.

The Town Commission revised the holiday schedule, deleting the Birthday holiday and incorporating a Veterans' Day holiday and approved the 2014-2015 Holiday Schedule on November 4, 2013. Proposed Resolution 2014-29 amends Section 15 of the Town's PRR's to incorporate the approved changes to the holiday schedule and to provide authorization for the Town Manager to designate one other day before or after December 25.

Attachments: 8-26-14, Memo, Manager to Commission;  
Proposed Resolution 2014-29.

Recommended Action: Approval of the Consent Agenda will forward Resolution 2014-29 to the October 6, 2014, Regular Meeting for formal action.

## MEMORANDUM

Date: August 26, 2014

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** Proposed Resolution 2014-29, Amending Section 15 - "Holidays" of the Personnel Rules and Regulations (PRR's)

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Adopted Resolution 02-05 provides for the holiday schedule for Town employees in the Personnel Rules and Regulations (PRR).

At the November 4, 2013, Regular Meeting, the Commission amended Section 15 by deleting the "Birthday" holiday and incorporating Veterans' Day as an employee holiday. In addition, Section 15.01 of the PRR's reflect that *"One other day before or after December 25 may be designated as a holiday by the Town Manager with approval of the Town Commission"*.

Proposed Resolution 2014-29 incorporates the previous Commission action regarding Veterans' Day, and provides authority for the Town Manager to designate the *"one other day before or after December 25, as an additional day off"*.

Please let me know if you have any questions or require any additional information.

**RESOLUTION 2014-29**

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA,  
AMENDING THE PERSONNEL RULES AND REGULATIONS,  
SECTION 15, HOLIDAYS; PROVIDING FOR COPIES OF THE  
HOLIDAY SCHEDULE TO ALL TOWN DEPARTMENTS AND  
EMPLOYEES; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to provide current rules and regulations that are clear, concise, and in accordance with all local, state, and federal regulations, and Town Commission action; and

**WHEREAS**, Section 15, Holidays, of the personnel rules and regulations provides for designated holidays approved by the Town Commission under authority of Resolution 02-05; and

**WHEREAS**, at the November 4, 2013, Town Commission Regular Meeting, the Holiday schedule was amended to delete the "Birthday" holiday and to incorporate Veterans Day as an approved holiday; and

**WHEREAS**, the personnel rules and regulations provide authority for the Town Manager, with Town Commission approval, to designate one other day before or after December 25, as a holiday; and

**WHEREAS**, Exhibit "A" incorporates the holiday schedule modified by the Town Commission, provides authority for the Town Manager to designate an additional day before or after December 25, and supersedes all previous holiday designations and administrative memoranda not governed by a specific contract.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LONGBOAT KEY, FLORIDA, THAT:**

SECTION 1. The above Whereas clauses are true and correct and are hereby ratified and confirmed.

SECTION 2. Exhibit "A", Section 15, Holidays, of the Personnel Rules and Regulations, are amended for the purpose of providing clear and concise employee benefit information as it relates to holiday designations.

SECTION 3. Copies of Exhibit "A" will be provided to all employees upon adoption.

SECTION 4. This Resolution shall become effective immediately upon adoption.

Passed at a meeting of the Town Commission held the \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
James L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Trish Granger, Town Clerk

**Resolution 2014-29**  
**Exhibit "A"**

**SECTION 15**

**HOLIDAYS**

Approved <u>03-04-2002</u>
Replaces <u>11.04</u>
Amended: _____

**15.01 DAYS OBSERVED**

- A. The following and such other days as the Town Commission may declare are designated as official holidays for the Town employees:

New Years Day (January 1)  
Martin Luther King, Jr. Day (third Monday in January)  
Presidents' Day (third Monday in February)  
Good Friday (½ day - p.m.)  
Memorial Day (last Monday of May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Veterans' Day (November 11)  
Thanksgiving Day (November)  
The day after Thanksgiving  
Christmas Day  
~~Birthday Day~~

One other day before or after December 25 may be designated as a holiday by the Town Manager ~~with the approval of the Town Commission.~~

- B. Whenever a designated holiday falls on a Sunday, the following Monday shall be considered a holiday. When a designated holiday falls on a Saturday, the preceding Friday will be observed as a holiday.
- C. The Town Commission may determine that any department or operation will be open for business on a holiday.



**End of Agenda Item**