

1st Reading:
2nd Reading:

SPONSOR: WISBROCK

ORDINANCE NO. ____

BILL NO. 22-70

AN ORDINANCE AMENDING SECTION 5.3.1, SCHEDULE FOR HOLIDAYS, AND SECTION 5.4.15, EMPLOYEE USE OF RIVERCHASE, OF THE CITY OF FENTON PERSONNEL MANUAL.

WHEREAS, during the August 11, 2022 Committee Meeting, the Board discussed Staff's proposed amendment to Section 5.3.1, Schedule for Holidays, of the City's Personnel Manual to clarify eligibility for holiday pay for employees working four day, ten hour shifts; and

WHEREAS, during the same Committee Meeting, the Board discussed Staff's proposed amendment to Section 5.4.15, Employee Use of RiverChase, of the City's Personnel Manual to mirror the terms included with the City's contract with the YMCA for the operation and management of the RiverChase facility; and

WHEREAS, the Board of Aldermen desires to and finds it in the best interest of the City to amend Sections 5.3.1 and 5.4.15 of the Personnel Manual to reflect the same.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF FENTON, MISSOURI, AS FOLLOWS:

Section 1. The City of Fenton Personnel Manual is hereby amended by repealing Section 5.3.1, Schedule for the Holidays, in its entirety and inserting a new Section 5.3.1 as follows:

5.3.1 Schedule for Holidays

Full-Time and Part-Time Employees will receive holiday pay for the following scheduled holidays. Occasional, Flex, and Seasonal Employees are not eligible for holiday pay.

New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving Day	Friday after Thanksgiving

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Christmas Eve Day	December 24 th
Christmas Day	December 25 th
New Year's Eve Day	December 31 st

Any scheduled holiday that falls on a Saturday will be observed on the preceding Friday. Any scheduled holiday that falls on a Sunday will be observed on the following Monday.

A Full-Time Employee shall be entitled to be paid his or her regular rate of pay for:

- Eight (8) hours of holiday pay for holiday(s) observed if working a five (5) day – eight (8) hour work schedule; or
- Ten (10) hours of holiday pay for holiday(s) observed if working a four (4) day – ten (10) hour work schedule.

A Part-Time Employee shall be entitled to be paid his or her regular rate of pay on a prorated basis based on standard hours worked.

When a holiday occurs during an authorized leave of absence for which an Employee receives compensation, the holiday will not be counted as part of the leave of absence. Holidays will not be paid to Employees on any type of unpaid leave.

When a holiday falls on a nonwork day outside a Full-Time Employee's basic workweek, he or she is entitled to an "in lieu of" holiday based on the Employee's work shift and work schedule, to be taken within the same pay period. Use of an "in-lieu of" holiday must be approved by the Employee's Department Head.

Part-Time Employees are not entitled to an "in lieu of" holiday.

Example for a Part-Time Employee who works 24 hours a week:

$$\frac{24 \text{ hours a week (part-time)}}{40 \text{ hours a week (full-time)}} \text{ Equals } .6$$

→ .6 multiplied by 8 hours of holiday = 4.8 hours of holiday pay.

Section 2. The City of Fenton Personnel Manual is hereby amended by repealing Section 5.4.15, Employee Use of RiverChase, in its entirety and inserting a new Section 5.4.15 as follows:

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5.4.15 Employee Use of RiverChase YMCA

The YMCA will provide Full-Time Employees and Part-Time Employees, who work an average of ten hours per week on at least a quarterly basis, an annual single adult membership.

Upon Separation From Employment, the membership to the YMCA ends simultaneously.

Section 3. All other provisions of the Personnel Manual not specifically amended herein shall remain in full force and effect.

Section 4. This ordinance shall be in full force and effect after the date of its passage and approval.

PASSED this 25th day of August, 2022.

JOE MAURATH, MAYOR

APPROVED this 25th day of August, 2022.

JOE MAURATH, MAYOR

ATTEST:

Jane Hungler, City Clerk

Motion to approve. Roll Call vote:

Ayes:

Abstain:

Nays:

Absent:

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