

Introduced by: City Manager Hannan
 Date: August 26, 2014
 Public Hearing: September 9, 2014
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Best Erbey Carrington Combs DeVries Hanson Johnson	

CITY OF PALMER, ALASKA

Ordinance No. 14-033

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 4.20.010 Holidays with Pay and Enacting Section 4.20.012, 4.20.014, 4.20.016, and 4.20.018 to Further Clarify Paid Holidays

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code section 4.20.010 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

4.20.010 Paid holidays with pay.

The following days shall be recognized as paid holidays:

- A. New Year's Day – January 1;
- B. President's Day – third Monday in February;
- C. Memorial Day – last Monday in May;
- D. Independence Day – July 4;
- E. Labor Day – first Monday in September;
- F. Veteran's Day – November 11;
- G. Thanksgiving Day – fourth Thursday in November;
- H. Fourth Friday in November;
- I. Christmas Day – December 25.

- A. ~~Holidays with pay shall be those recognized by the city council as official holidays and shall apply as follows:~~
 - 1. ~~Full-time employees will receive eight hours of pay for holidays.~~
 - 2. ~~Part-time employees will receive holiday pay in proportion to his or her regularly scheduled work time.~~
 - 3. ~~Probationary employees will receive holiday pay in proportion to his or her regularly scheduled work time, not to exceed eight hours.~~

- ~~B. In the event a holiday occurs on a Saturday, the holiday shall be observed on Friday prior to the holiday. If the holiday occurs on a Sunday, the holiday shall be observed on Monday following the holiday. The following days shall be recognized as holidays with pay:~~
- ~~1. New Year's Day—January 1st;~~
 - ~~2. President's Day—third Monday in February;~~
 - ~~3. Memorial Day—last Monday in May;~~
 - ~~4. Independence Day—July 4th;~~
 - ~~5. Labor Day—first Monday in September;~~
 - ~~6. Veteran's Day—November 11th;~~
 - ~~7. Thanksgiving Day—fourth Thursday in November;~~
 - ~~8. Fourth Friday in November;~~
 - ~~9. Christmas Day—December 25th.~~
- ~~C. For employees entitled to holiday pay having other than a Monday through Friday work week, the holiday will be observed on the actual date of the holiday and the employee shall be paid for working on the holiday as follows:~~
- ~~1. All work on holidays shall be paid at the rate of time and one half for the time actually worked.~~
 - ~~2. The employee shall be entitled to the amount of holiday pay listed in subsection (A) of this section.~~
- ~~D. Floating Holidays. Each full-time employee shall have two floating holidays per year which may be taken with the supervisor's approval and must be taken during the calendar year. Floating holidays of any calendar year not taken by December 31st will be forfeited and shall be applied as follows:~~
- ~~1. Full-time employees who successfully complete the probationary period including any extensions between January 1st and June 30th accrue two floating holidays.~~
 - ~~2. Full-time employees who successfully complete the probationary period including any extensions between July 1st and December 31st accrue one floating holiday.~~
 - ~~3. A full-time employee shall not be paid for unused floating holidays upon leaving employment.~~
- ~~E. Employees shall not be paid for holidays occurring while they are on approved or unapproved leave without pay status.~~
- ~~F. All work on holidays shall be paid at the rate of time and one half for the time actually worked, up to a maximum of eight hours. (Ord. 12-001 § 3, 2013)~~

Section 4. Palmer Municipal Code section 4.20.012 is hereby enacted to read as follows:

4.20.012 Holiday pay.

Employees shall receive holiday pay as follows:

- A. Full-time employees shall receive eight hours of holiday pay.
- B. Part-time employees shall receive holiday pay in proportion to his or her regularly scheduled work time.
- C. Probationary employees shall receive holiday pay in proportion to his or her regularly scheduled work time, not to exceed eight hours.

Section 5. Palmer Municipal Code section 4.20.014 is hereby enacted to read as follows:

4.20.014 Holiday observation.

- A. Employees who work a standard Monday through Friday work week. In the event a holiday occurs on a Saturday, the holiday shall be observed on Friday prior to the holiday. If the holiday occurs on a Sunday, the holiday shall be observed on Monday following the holiday.
- B. Employees who work a non-standard work week. The holiday shall be observed on the actual date of the holiday.

Section 6. Palmer Municipal Code section 4.20.016 is hereby enacted to read as follows:

4.20.016 Pay for hours worked on a holiday.

- A. In addition to the holiday pay listed in PMC 4.20.012, all employees who work on holidays shall be paid at the rate of time and one-half for the time actually worked.
- B. Employees shall not be paid for holidays occurring while they are on approved or unapproved leave-without-pay status.

Section 7. Palmer Municipal Code section 4.20.018 is hereby enacted to read as follows:

4.20.018 Floating holidays.

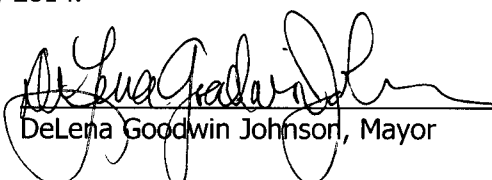
Each full-time employee shall have two floating holidays per year which may be taken with the supervisor's approval and must be taken during the calendar year. Floating holidays of any calendar year not taken by December 31 will be forfeited and shall be applied as follows:

- A. Full-time employees who successfully complete the probationary period including any extensions between January 1 and June 30 accrue two floating holidays.
- B. Full-time employees who successfully complete the probationary period including any extensions between July 1 and December 31 accrue one floating holiday.
- C. A full-time employee shall not be paid for unused floating holidays upon leaving employment.

Section 8. Effective Date. Ordinance No. 14-033 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this ninth day of September, 2014.


Jarrette M. Bower, MMC, City Clerk


DeLena Goodwin Johnson, Mayor