

State Of Georgia

City Of Harlem

Resolution Number: 2024-01

**A RESOLUTION TO AMEND THE PERSONNEL POLICY AND PROCEDURES HANDBOOK GOVERNING ALL CITY EMPLOYEES IN REGARD TO SECTION 16 HOLIDAYS; ITEM (C) “FLOATING HOLIDAY” AND ITEM (D) REGARDING HOURS PAID FOR HOLIDAY PAY**

**WHEREAS**, the City Council approved the current City of Harlem Personnel Policy and Procedures Handbook on February 25, 2019 and was amended on January 20, 2022 and December 21, 2023; and

**WHEREAS**, the policies contained in the Personnel Policy and Procedures Handbook, are general guidelines for the City’s current employment practices and workplace procedures; and

**WHEREAS**, the City currently provides for a “Floating Holiday” that can be taken anytime of the year as long as it is for a scheduled work day; and

**WHEREAS**, to make it clear as to how the “Floating Holiday” time shall be paid, Item (c) shall be amended to read as follows:

“The “floating holiday” is an extra holiday for all full-time employees; an employee must have completed at least six months with the city to qualify. The “floating holiday” should be arranged the same as personal leave. This day is not considered personal leave, and consequently, does not carry over to the next year if not used. The “floating holiday” shall be paid based on the regular work schedule of the employee. There shall be no pyramiding with the “floating holiday”; you cannot be paid for any other pay (regular, holiday, PTO, etc.) with this holiday and this day shall be taken off”; and

**WHEREAS**, to make it clear as to how Holiday time shall be paid, Item (d) shall be amended to read as follows:

“Employees may be required to work on a holiday. Those employees who are required to work on the holiday shall be paid 1 (one) hour of holiday straight time in addition to their regular pay for every hour worked on the holiday. Public Safety Employees (Police and Fire) who work shifts shall observe the approved holidays on the actual calendar holiday. Public Safety Employees (Police and Fire) who work shifts and are not scheduled to work on the actual calendar holiday shall receive pay equal to 8 (eight) hours of regular pay. All other Public Safety Employees (Police and Fire) who work a Monday – Friday schedule shall observe the approved holidays on the observed calendar holiday. If an Exempt/Salaried employee is required to work on a Holiday, they may arrange with the City Manager to take a different day during the same time period. In the event Public Safety Personnel not scheduled to work on a holiday and they must respond to an emergency call, consideration shall be given in additional holiday pay for the hours worked. (Ex. Not scheduled to work = 8 hours holiday pay. Response to a fire call; 3 hours worked = additional 3 hours holiday pay.)”; and

**NOW THEREFORE, BE IT RESOLVED** by the Harlem Mayor & City Council that the Personnel Policy and Procedures Handbook be amended regarding Holiday Pay and shall become effective March 1, 2024 and is so approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Roxanne Whitaker, Mayor

ATTEST:

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Leona H. Holley, City Clerk