

File **2023-00019279**

RESOLUTION NO. 2023- 07-10608

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION AMENDING SECTION 5.2: HOLIDAYS AND HOLIDAY PAY, OF THE CITY OF TONTITOWN PERSONNEL HANDBOOK FOR THE CITY OF TONTITOWN, ARKANSAS

WHEREAS, the City Council for the City of Tontitown has previously adopted an updated Personnel Handbook on July 7, 2020 for use by the City of Tontitown, for the purpose of establishing a guide to administrative action concerning personnel activities and in order to define the personnel policies and procedures of the City; and

WHEREAS, it has come to the attention of the City Council that it is necessary to amend Section 5.2: Holidays and Holiday Pay, of the Tontitown Personnel Handbook in order to provide an updated list of holidays observed by the City of Tontitown; and

WHEREAS, after review and consideration of the amendment, the City Council for the City of Tontitown has determined that it is in the best interest and benefit of the community to amend Section 5.2: Holidays and Holiday Pay of the Tontitown Personnel Handbook, as set forth in the attached Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tontitown as follows:

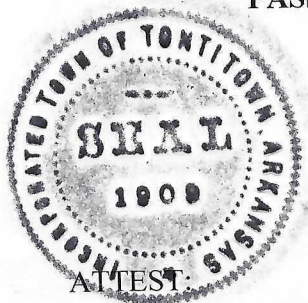
Section 1. Section 5.2: Holidays and Holiday Pay, of the Tontitown Personnel Handbook is hereby amended, as set forth in the attached Exhibit "A".

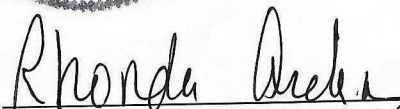
Section 2. The rest and remainder of the Tontitown Personnel Handbook not specifically amended herein shall remain in full force and effect.

PASSED AND APPROVED on this 18 day of July 2023.

APPROVED:


Angela Russell, Mayor




Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

5.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made by the city council for salaries shall include additional pay for holidays for all full-time employees of the city. City holidays include:

HOLIDAY	DAY/DATE
New Year's Day	January 1st
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Veterans' Day	November 11th
Thanksgiving Day	Fourth Thursday in November
The Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

In addition, each employee shall be provided an annual holiday on the date of his or her birthday.

In addition to holiday pay, uniformed employees shall be paid their regular rate of pay for all hours worked during a holiday. This additional pay, and holiday pay, shall be paid in one lump sum annually during the second week of December. Holiday pay is defined for purposes of this section as pay for an eight-hour day, regardless of the length of a shift typically worked by the employee.

The City of Tontitown will publish a holiday schedule for the upcoming year. The city reserves the right to change observance of any published holiday.

For civilian employees, when a holiday occurs on a Saturday, it will be observed on the preceding Friday. When a holiday occurs on a Sunday, it will be observed on the following Monday. For uniformed employees, the holiday will be observed on the day on which it falls.