

MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE
Ordinance 2018-15

Introduced By: Mayor Ashby

Date Introduced: November 6, 2018

Amendments Adopted: N/A

Date Adopted: December 4, 2018

Date Effective: December 24, 2018

AN ORDINANCE concerning

TOWN PERSONNEL MANUAL

FOR the purpose of amending the Town's current employee Personnel Manual relating to essential employees working on certain holidays.

BY repealing and reenacting, with amendments

Section 5

Town of Perryville Personnel Manual (adopted by Ordinance 2012-1 and amended by Ordinance 2013-05, Ordinance 2013-07, Ordinance 2016-10 and Ordinance 2018-07)

KEY:

~~Strikethrough~~ denotes text being removed from Personnel Manual

CAPITALS denotes new text in the Personnel Manual

SECTION 1. BE IT ENACTED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE that Section 5 of the Town of Perryville Personnel Manual adopted by Ordinance 2012-1 and amended by Ordinance 2013-05, Ordinance 2013-07, Ordinance 2016-10 and Ordinance 2018-07 is hereby repealed and reenacted, with amendments, as follows:

1. Section 5 is amended as follows:
 - a. On page 5-1 revise "HOLIDAY PAY" as follows:

HOLIDAY PAY

All offices and departments in The Town of Perryville will be closed for these holidays except emergency and necessary operations which will remain open.

A recognized holiday which falls on a Saturday will be observed on the preceding Friday. A recognized holiday which falls on a Sunday will be observed on the following Monday.

If a recognized holiday that falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee will not be charged his/her leave on that day but will receive holiday time in its place. Calling out sick the day before or after a holiday requires a doctor's note to be provided.

WHEN NEW YEAR'S DAY, INDEPENDENCE DAY, VETERAN'S DAY, CHRISTMAS EVE OR CHRISTMAS DAY FALLS ON A SATURDAY OR SUNDAY, AN ESSENTIAL EMPLOYEE WHO IS REQUIRED TO WORK ON THAT SATURDAY OR SUNDAY SHALL RECEIVE HOLIDAY PAY AND OVERTIME PAY FOR ALL HOURS WORKED ON THE HOLIDAY. THIS IS CONSIDERED THE EMPLOYEE'S HOLIDAY AND HOLIDAY PAY REGARDLESS OF WHEN TOWN OFFICES ARE CLOSED TO OBSERVE THE HOLIDAY. AN ESSENTIAL EMPLOYEE WHO IS NOT REQUIRED TO WORK ON THE HOLIDAY OBSERVES THE HOLIDAY AS STATED OTHERWISE IN THIS MANUAL.

Paid time off for holiday will be counted as hours worked for the purposes of determining whether overtime pay is owed.

In order to be eligible for holiday pay an employee must work their scheduled day before and their scheduled day after a holiday. An employee using vacation or sick leave before or after a holiday will be considered as time worked. If sick leave is used the day before, the day of or the day after a recognized holiday, regardless of previously scheduled or not, shall require a physician's/doctor's note.

All holiday pay is equivalent to the number of hours of an employee's regular workday at the employee's hourly rate of pay. Only those employees normally scheduled to work on the holiday will be eligible for holiday pay and pay for all hours worked on the holiday at the time and half rate of pay. Paid time off for holidays will be counted as hours worked for purposes of determining overtime pay.

[Subsequent text unchanged]

SECTION 2. AND BE IT FURTHER ENACTED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE that this Ordinance shall become effective at the expiration of twenty (20) days following approval by the Mayor and

Commissioners.

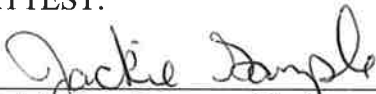
ADOPTED this 4th day of December, 2018, by a vote of 5 yeas, 0 nays, and 0 abstentions.

SEAL:

**MAYOR AND COMMISSIONERS OF
THE TOWN OF PERRYVILLE**

By: 
Robert R. Ashby Jr., Mayor

ATTEST:


Jackie Sample, Town Clerk

Date: 12/4/18