

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI AMENDING THE HUMAN RESOURCES SYSTEM (PERSONNEL) RULES AND REGULATIONS CHAPTER SECTION: 125.120 ATTENDANCE AND LEAVES; E. OCCUPATIONAL LEAVES; 9. HOLIDAYS.

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

Section 1. That Section 125.120 Attendance and Leaves; E. Occupational Leaves; 9. Holidays is deleted and a new Section 125.120 Attendance and Leaves; E. Occupational Leaves; 9. Holidays is enacted:

9. Holidays. The holidays to be observed by full-time employees except shift workers are:
  - a. New Year's Day.
  - b. Dr. Martin Luther King, Jr. Birthday.
  - c. President's Day.
  - d. Memorial Day.
  - e. Independence Day.
  - f. Labor Day.
  - g. Veterans Day.
  - h. Thanksgiving Day.
  - i. Friday after Thanksgiving.
  - j. Christmas Eve.
  - k. Christmas Day.
  - l. Any Friday immediately following a City holiday which falls on Thursday.

All full-time employees of the City shall receive normal compensation for the legal holidays listed above and any other days or part of a day during which the public offices of the City shall be closed. All full-time employees shall receive compensation in proportion to the average number of hours normally scheduled to work. Probationary employees shall be considered for purposes of this Section to be full-time employees.

It shall be the policy of the City to ensure that all full-time employees enjoy the same number of holidays each year. The standard shall be the number of holidays in a particular year which will be celebrated by employees when a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. In such years when Christmas Day falls on a Saturday, affecting the observance of the Christmas Eve holiday, the preceding Thursday and Friday shall be observed as the Christmas Eve and Christmas Day holidays respectively. In such years when Christmas Eve falls on a Sunday

affecting the observance of the Christmas Day holiday, the preceding Friday shall be observed as the Christmas Eve holiday and the following Monday shall be observed as the Christmas Day holiday.

Any regular employee in the City service who shall be required to perform work or render services on a regularly scheduled holiday shall:

Receive a day off at his/her regular pay rate in lieu of the holiday missed; or

At the option of the City he/she may be compensated at the City's approved overtime rate for his/her service on the regularly scheduled holiday. The recommendation for payment must be recommended for approval by his/her appointed official and approved by the City Administrator.

Shift Workers. Due to difficulty in scheduling, shift workers shall receive the same number of paid hours, credited as special leave, as other City employees receive in holiday hours. The hours of special holiday leave will be credited to each employee's holiday leave bank after each holiday is observed. No shift worker may carry over more than twenty-four (24) hours of holiday leave from one (1) calendar year to the next; requests for carryover must be in writing. All hours of holiday leave not used or carried over shall be paid for on a special paycheck in December of each year. Upon separation, any accumulated or approved carryover holiday leave hours shall be paid to the employee.

Section 2. That this Ordinance shall be in full force and effect from and after the date of passage and approval of the Mayor.

READ FIRST TIME: December 20, 2018 READ SECOND TIME: December 20, 2018

I hereby certify that the above Ordinance No. 18.69 was duly passed on December 20, 2018, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:


Ayes:	6	Nays:	0
Abstain:	0	Absent:	0

This Ordinance is hereby transmitted to the Mayor for his signature.

12/21/2018  
Date

Dorothy Urlicks  
Dorothy Urlicks, Deputy City Clerk

Approved as to form:

  
Edward B. Rucker, City Attorney

I hereby approve Ordinance No. 18.69.

  
John Olivarri, Mayor

12/21/2018  
Date

ATTEST:

  
Dorothy Urlicks, Deputy City Clerk