

ORDINANCE NO. 2023-30

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, PERSONNEL SYSTEM, BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS, SECTION 1-50-010, HOLIDAY LEAVE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve the proposed amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14, *Personnel System*, is amended by adopting amendments (Addendum 32) to the Employee Handbook of Regulations (“Handbook”), as follows.

The Employee Handbook of Regulations, Section 1-50-010, Holiday Leave, is hereby amended by as shown below (additions are underlined, deletions are stricken):

1-50-010. HOLIDAY LEAVE

Benefit Eligible employees are eligible to receive paid time off or compensatory time for City Holidays and a Floating Holiday each calendar year.

A. DEFINITIONS

1. “City Holidays” include the following holidays: New Year’s Day, January 1st; Martin Luther King Day, Third Monday in January; President’s Day, Third Monday in February; Memorial Day, Last Monday in May; Independence Day, July 4th; Labor Day, First Monday in September; Veteran’s Day, November 11th; Thanksgiving Day, Fourth Thursday in November; Day After Thanksgiving, Fourth Friday in November; and Christmas Day, December 25th.
2. “Floating Holiday” is paid time off equal to one AND A HALF (1.5) Working Days each calendar year.
3. “Holiday Compensatory Time” is compensatory hours accrued by an employee in lieu of Holiday Leave pursuant to this policy.
4. “Holiday Leave” is paid leave entitling the employee to receive his or her regular rate of

compensation on a City Holiday.

5. "Holiday Time Worked" is the hours worked on a City Holiday that are compensated at one and half times the employee's regular rate of compensation.

B. ELIGIBILITY

1. Holiday Schedules and Holiday Leave

- a. Benefit Eligible Employees who are not Shift Employees observe City Holidays that fall on a Sunday the following Monday and holidays that fall on a Saturday the preceding Friday. Benefit Eligible Employees receive Holiday Leave for City Holidays observed, except as provided below.
- b. Benefit Eligible Shift Employees observe the day of the City Holiday. Benefit Eligible Shift Employees receive Holiday Leave for City Holidays observed, except as provided below.
- c. If a City Holiday falls on an employee's regularly scheduled Working Day and the employee does not work, they will receive Holiday Leave.
- d. Holiday Leave will be pro-rated for Part-time Benefit Eligible Employees ~~by dividing the number of hours worked in the week by five (5)~~ BASED ON AUTHORIZED FTE MULTIPLIED BY EIGHT (8) HOURS and rounded ~~up~~ up to the next whole number. AS AN EXAMPLE, A PART-TIME BENEFIT ELIGIBLE EMPLOYEE AUTHORIZED FOR TWENTY-SEVEN (27) HOURS PER WEEK IS A 0.675 FULL-TIME EQUIVALENT (FTE) (27 HOURS/40 HOURS) MULTIPLIED BY EIGHT (8) HOURS EQUALS FIVE POINT FOUR (5.4), SO THE EMPLOYEE WILL RECEIVE SIX (6) HOURS OF HOLIDAY LEAVE.
- e. Temporary Employees receive regular pay for hours worked on a City Holiday.

2. Holiday Compensatory Time and Holiday Time Worked

- a. If a City Holiday falls on an employee's regularly scheduled day off and the employee does not work, the employee will accrue one (1) Working Day of Holiday Compensatory Time.
- b. If a City Holiday falls on an employee's regularly scheduled day off and the employee does work, the employee will accrue one (1) Working Day as Holiday Compensatory Time plus Holiday Time Worked.
- c. If a City Holiday falls on an employee's regularly scheduled Working Day and the employee does work, the employee will receive Holiday Leave plus will be paid Holiday Time Worked.
- d. Employees may accrue Holiday Compensatory Time earned.
 - i. The Holiday Compensatory Time accrual is unlimited, but must be reduced to three (3) Working Days of Holiday Compensatory Time (24 hours) by October 1st, except

Fire Suppression Employees whom shall reduce Holiday Compensatory Time to a maximum of five (5) Working Days (or 56 hours).

- ii. All Holiday Compensatory Time accruals over the maximum that are not used prior to October 1st shall be forfeited.
 - e. Holiday Compensatory Time may be used in fifteen (15) minute increments.
3. Exception from Holiday Leave or Holiday Compensatory Time: Any employee who is suspended or on unpaid leave on either the regularly scheduled Working Day immediately preceding or immediately following the City Holiday shall not receive Holiday Leave or Holiday Compensatory Time. Unpaid leave includes when the employee does not have sufficient paid leave time to cover the entire scheduled Working Day.
 4. Floating Holiday
 - a. Each Full-Time Benefit Eligible Employee accrues one (1) Floating Holiday annually. The Floating Holiday is pro-rated for Part-Time Benefit Eligible Employees ~~by dividing the number of hours worked in the week by five (5)~~ **BASED ON AUTHORIZED FTE MULTIPLIED BY TWELVE (12) HOURS** and roundEDing up to the next whole number. **AS AN EXAMPLE, A PART-TIME BENEFIT ELIGIBLE EMPLOYEE AUTHORIZED FOR TWENTY-FIVE (25) HOURS PER WEEK IS A 0.625 FTE (25 HOURS/40 HOURS) MULTIPLIED BY TWELVE (12) HOURS EQUALS SEVEN AND A HALF (7.5), SO THE EMPLOYEE WILL RECEIVE EIGHT (8) HOURS OF FLOATING HOLIDAY.**
 - b. Floating Holiday may be used in fifteen (15) minute increments.
 - c. Floating Holiday accrues in January and must be used by December 31st. A Floating Holiday shall not carry over into the next calendar year.
 - d. Floating Holiday may not be donated per Section 1-50-100 *Donated Leave*.

C. PROCEDURES

1. All Holiday Pay and Holiday Compensatory Time shall be recorded through the City's payroll procedures.
2. Employees may use Holiday Compensatory Time hours accrued with the advance written approval of their immediate supervisor.
3. An employee shall submit a leave of absence form to the immediate supervisor to record the leave through the City's payroll procedures.

D. EFFECTS OF TERMINATION OF EMPLOYMENT

1. Employees may take the Floating Holiday after submitting a notice of resignation with approval from the immediate supervisor, except for the last day of the notice period.
2. Floating Holiday is forfeited and is not paid out upon termination of employment.

3. Holiday Compensatory Time is paid out up to the maximum three (3) Working Days or five (5) Working Days for Fire Suppression Employees allowed as stated in section B.2.e. above upon termination of employment.

SECTION 2. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 3. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 4. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 5. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 19th day of December, 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY