

**CITY OF WEST ALLIS
RESOLUTION R-2021-0318**

**RESOLUTION TO AMEND POLICY #1412 BY AUTHORIZING AN ADDITIONAL
DAY OF ACCRUED TIME OFF FOR LIBRARY EMPLOYEES WHO WORK ON
OBSERVED HOLIDAY DATES**

NOW THEREFORE, be it resolved by the common council of the City of West Allis:

SECTION 1: **AMENDMENT** “1412 Holidays” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1412 Holidays

1. **PURPOSE** To describe the policies and procedures of the City of West Allis in regard to paid holidays for City employees.
2. **ORGANIZATIONS AND PERSONS AFFECTED** This policy applies to all City of West Allis departments and employees as specified herein.
3. **POLICY** It is the policy of the City of West Allis to follow a uniform set of procedures in regard to paid holidays.
4. **REFERENCES** City of West Allis Revised Municipal Code Sections 2.76 (16), 4.10 and 5.126 City of West Allis Policies & Procedures Manual, Policy No. 1424 – Overtime, Compensatory Time, and Premium Pay
5. **PROCEDURES**
 - a. **Qualifying Employees and Eligibility** An employee holding a budgeted position of 0.5 FTE (full time equivalent) or greater shall be eligible for paid holidays upon date of hire. Holiday pay shall be prorated based on budgeted FTE.
 - b. **Holiday Schedule**
 - i. **Holidays**

January 1
Third Monday of January
Fourth Monday of May
July 4
First Monday of September
Fourth Thursday of November
Fourth Friday of November
December 24
December 25 3 Random Holidays (earned 1/12 per month per Section

5(c)(iv) below)

- ii. Holidays - Non-Represented Protective Service Employees Non-represented protective service personnel* working a 5-2 schedule (i.e. Monday – Friday), shall receive pay as outlined in Policy 1424.
*Police Department Classifications: Lieutenant, Captain, Deputy Chief, Chief *Fire Department Classifications: Battalion Chief, Assistant Chief, Deputy Chief, Chief
- iii. Holidays - Public Safety Communication Center Employees In lieu of scheduled holidays, Communication Center Employees shall choose either Option 1 or Option 2. New employees and existing employees will be prorated based on time worked during the calendar year.
Option 1: A Communication Center Employee may elect to receive holiday pay at straight time (1X) for holidays earned* per calendar year payable on or about December 1 of each year. Election of such option must be submitted in writing by December 15th of the preceding year. This decision is irrevocable for said year. Option 2: A Communication Center Employee may elect to receive holiday paid time off at straight time (1X) for holidays earned* during the calendar year, subject to Section 5(c)(iv). Election of such option must be submitted in writing by December 15th of the preceding year. This decision is irrevocable for said year. *13 holidays (104 hours) for those on the legacy plan and 10 holidays (80 hours) for those with the total benefit package.

iv. Holidays - Library Employees

When December 24th or December 25th is a Saturday or Sunday, Library employees may be required to work on an observed holiday date. In lieu of a paid holiday, Library employees who work on an observed holiday date shall receive an amount of paid time off or a random holiday equal to the hours worked on the observed holiday date.

c. General Policies

- i. Observation of Holidays. Holidays are observed on the date described unless that date falls on a weekend. Except as stated in 5(c)(ii), if a holiday falls on a weekend, the holiday is observed on the closest preceding or subsequent weekday.
- ii. Special Observance of December 24 and 25.
 - (1) When December 24 falls on a Sunday, that holiday is observed on December 22.
 - (2) When December 25 falls on a Saturday, that holiday is observed on December 27.
- iii. Employees who work a schedule other than year round (such as a

“school term” position), shall be eligible for those holidays which fall within their active employment work schedule.

iv. Random Holidays

- (1) Employees who are part of the Total Benefit Package do not receive random holidays, as this time is included in monthly time off allocation.
- (2) Employees shall be credited their random holidays, per section 5(b), on January 1 of every calendar year with the understanding that any random holiday time taken before it has been fully earned, shall be considered time owed the City.
- (3) Random holidays shall be accrued at 1/12 per month. An employee appointed on or before the 15th day of any month shall accrue random holiday time for the month. An employee appointed after the 15th day of any month shall not accrue random holiday time until the next month.
- (4) Random holiday time accrual is based on budgeted FTE (not on actual hours worked); those employees holding a budgeted position of less than full-time shall have their random holiday time prorated accordingly.
- (5) Department Heads, being guided by the practical considerations involved in the efficient operation of the Department and giving due consideration to the convenience of the employees, shall determine when random holiday time shall be taken.
- (6) Any employee who leaves the service of the City due to resignation, retirement, layoff or death, or who takes military leave, will be paid for earned random holiday time. In case of the death of an employee, the accrued random holiday time of such employee shall be paid pursuant to Section 109.03(3), Wisconsin Statutes. Any employee who leaves the service of the City for any of the reasons set forth above, and who owes the City for compensation, shall have the compensation for the random holiday time owed the City, deducted from the final pay. Employees involuntarily terminated shall not be entitled to pay for unused accumulated random holiday time.
- (7) In the event an employee is required to work during their assigned random holiday time, the employee and Department Head will determine whether such hours worked will be credited at double time (thus foregoing random holiday time) or credited at straight time with the ability of the employee to take the lost random holiday time at a later date, dependent upon the needs of the Department.
- (8) An employee's time spent beyond 30 calendar days on leave

without pay or on layoff, and beyond 90 calendar days on leave with pay, shall not qualify as service time for random holiday accrual purposes. An employee who stops accruing random holiday time in accordance with this paragraph shall begin to accrue random holiday time when he/she has returned to work for a period of 30 or more consecutive calendar days (“30-day period”). Paid time off, except sick leave, (e.g. vacation, random holiday, comp time, funeral leave, holiday) or approved Voluntary Time Off, may be taken during the 30-day return period without causing this period to start all over again. However, any paid time off granted during this 30-day period will not count towards the 30 consecutive days, it will extend it.

Effective Date: 1/1/82
Revision Date: 11/5/19

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Angelito Tenorio	_____	_____	_____	_____
Ald. Vince Vitale	_____	_____	_____	_____
Ald. Tracy Stefanski	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Thomas Lajsic	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Rosalie Reinke	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____

Attest

Presiding Officer

 Rebecca Grill, City Clerk, City Of
 West Allis

 Dan Devine, Mayor City Of West
 Allis