



City of Grand Forks
Staff Report

APPROVED & ACCEPTED
by City Council

12/02/2019

Candice Stjern
Candice Stjern
Acting City Auditor

City Council – December 2, 2019

Agenda Item: 2019 Employee Holiday Hours

Submitted by: Tangee Bouvette, Human Resources Director

Staff Recommended Action: Approve four (4) holiday hours for City Employees, pro-rated for contracted, classified and benefitted non-classified employees to be taken between Council approval date and July 1, 2020. Time off is to be scheduled and approved by Department Heads.

Committee Recommended Action: N/A

Council Action: Approved unanimously.

BACKGROUND:

- The Mayor and City Council has proposed and approved, in previous years, 4 holiday hours for employees. The time off is covered by other staff and it is a way to say thank you to the employees for a job well done each year. This is done with regard to the employee's wishes and the workload of the department at the time. However, the needs of the City always come first. The absence cannot cause a work stoppage or overtime to the department. If employees do not use these hours prior to July 1st the hours are lost and removed from their payroll account. There are no monetary costs with these hours.

ANALYSIS AND FINDINGS OF FACT:

- The Mayor and Council President Sande have co-sponsored this request for approval of four holiday hours for City employees.
- The Employee Holiday Hours approved for 2018 had an over 95% usage rate.

SUPPORT MATERIALS:

- Accepted and approved City Council Staff report, dated December 17, 2018.



City of Grand Forks Staff Report

APPROVED & ACCEPTED
by City Council
12/17/2018
Candice Sjorn
Candice Sjorn
Acting City Auditor

City Council – December 17, 2018

Agenda Item: 2018 Employee Holiday Hours

Submitted by: Daryl Hovland, Human Resources Director

Staff Recommended Action: Approve four (4) holiday hours for City employees, pro-rated for contracted, classified and benefited non-classified employees to be taken between Council approval date and July 1, 2019. Time off is to be scheduled and approved by Department Heads.

Committee Recommended Action:

Council Action:

BACKGROUND: The Mayor and City Council has proposed and approved, in previous years, 4 holiday hours for employees. The time off is covered by other staff and it is a way to say thank you to the employees for a job well done each year. This is done with regard to the employee's wishes and the workload of the department at the time. However, the needs of the City always come first. The absence cannot cause a work stoppage or overtime to the department. If employees do not use these hours prior to July 1st the hours are lost and removed from their payroll account. There are no monetary costs with these hours.

ANALYSIS AND FINDINGS OF FACT:

- Traditionally, the Mayor and Council President have co-sponsored a request for approval of four holiday hours for City employees, most recent was in 2017.

SUPPORT MATERIALS:

- Accepted and approved City Council Staff report, dated December 18, 2017.