

Midway City Council
14 February 2018
Work Meeting

Resolution 2018-07 /
Annual Vacation



Memo

Date: 9 February 2017
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder/Financial Officer
RE: Annual Vacation

Council Member Van Wagoner recommended that the annual vacation accrued by employees be adjusted.

Currently, an employee earns 5 days of vacation after six months of service. This increases to 10 days with one year, 15 days with six years and 20 days with 15 years.

It is proposed that this be changed to 5 days after six months of service, 10 days with one year, 15 days with five years, and 20 days with 10 years.

Please see the attached draft resolution and contact me if you have any questions.



RESOLUTION 2018-07

A RESOLUTION AMENDING THE MIDWAY CITY HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

WHEREAS, Utah law authorizes municipalities to adopt rules and regulations for the conduct of municipal business; and

WHEREAS, the Midway City Council finds it appropriate to amend certain provisions contained in the City's Human Resources Policies and Procedures Manual.

NOW THEREFORE, be it hereby RESOLVED by the City Council of Midway City, Utah, as follows:

Section 1: The Midway City Human Resources Policies and Procedures Manual, Section 8.7(4)(A) is amended as follows:

Each year's employee vacation benefits are earned on the employees' anniversary based on the following schedule (~~Except~~ Permanent part-time employees' whose vacation benefits will be pro-rated based on the average weekly hours worked per year.):

<u>Years of Service</u>	<u>Days Earned</u>	<u>Hourly Equivalent</u>
Less than 1 year, more than 6 months	5	40 hours
1 year through 5 <u>4</u> years	10	80 hours
6 <u>5</u> years through 15 <u>9</u> years	15	120 hours
15 <u>10</u> years and over	20	160 hours

Section 2: The Midway City Human Resources Policies and Procedures Manual, Section 8.7(5) is amended as follows:

Unused current year vacation benefits may be carried over to the next year; provided the carry-over does not exceed their hourly equivalent for the prior year. For example, an employee with ~~6-15~~ 5-9 years of employment may carry over 120 hours in addition to the 120 hours received on their employment anniversary date.

Section 3: The Midway City Human Resources Policies and Procedures Manual, Section 8.7(6)(E) is amended as follows:

Employees are allowed to accrue a bank of vacation time before they are subject to a “use or lose” situation. This bank will allow eligible employees to take a vacation longer than the number of vacation days they accrue in one year. The size of the vacation bank is determined by the length of service of each employee according to the following schedule (Permanent part-time employees’ bank of hours will be pro-rated according to the number of hours worked):

Less than 1 year more than 6 months	40 hours
1 year through 5 <u>4</u> years	80 hours
6 <u>5</u> years through 15 <u>9</u> years	120 hours
15 <u>10</u> years and over	160 hours

Once an employee reaches his/her accrued vacation limit, he/she will then be in a “use or lose” situation. For example, an employee with less than one (1) year is not allowed to carry forward more than 40 hours from one calendar year to the next.

PASSED AND ADOPTED by the Midway City Council on the _____ day of _____, 2018.

MIDWAY CITY

Celeste Johnson, Mayor

ATTEST:

Brad Wilson, Recorder

(SEAL)