

RESOLUTION 2022-004

A RESOLUTION AMENDING THE CITY OF PAOLA PERSONNEL MANUAL, EFFECTIVE APRIL 13, 2022

WHEREAS, Section 1-307 of the Code of the City of Paola, Kansas provides for the preparation, revision, and amendment of a Personnel Manual; and,

WHEREAS, the City Manager has submitted a proposed and revised Personnel Manual to the Governing Body as follows:

Section 6.1 of the Personnel Manual is hereby amended to read as follows:

6.1 Holiday Leave. The following days shall be paid holidays for City employees:

- New Year's Day, January 1
- Martin Luther King Day, third Monday in January
- President's Day, third Monday in February
- Memorial Day, last Monday in May
- Juneteenth, June 19
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans Day, November 11
- Thanksgiving, fourth Thursday in November
- Friday following Thanksgiving
- Christmas, December 25

- (a) Shift employees whose regular day off falls on a holiday shall receive 8 hours compensation for the holiday.
- (b) Shift employees and other non-exempt employees who work on the holiday shall receive compensation plus premium pay of one and one-half times their regular compensation for the time actually worked.
- (c) Holidays that occur during an approved leave of absence with pay are not charged as days of leave taken.
- (d) If a holiday falls on a Saturday, it shall be observed the preceding Friday; if it falls on a Sunday, it shall be observed the following Monday.
- (e) If an employee incurs overtime during a holiday work week, the premium pay qualifies as an overtime premium and will be credited toward statutory overtime compensation due.

NOW THEREFORE BE IT RESOLVED by the governing Body of the City of Paola, Kansas that said Sections of the Personnel Manual be hereby amended and adopted as the official policy of the City of Paola, Kansas effective on April 13, 2022.

BE IT FURTHER RESOLVED that this Amended Personnel Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

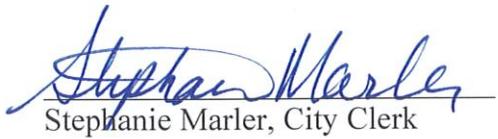
PASSED, APPROVED AND ADOPTED this 12th day of April, 2022.




Leigh House

Leigh House, Mayor

ATTEST: [seal]


Stephanie Marler, City Clerk