

**RESOLUTION NO. 2104**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF A REVISION TO SECTION 6-104 OF THE CITY OF GARDNER, KANSAS, PERSONNEL POLICIES, 2018 EDITION.**

**WHEREAS**, the City of Gardner now deems it advisable to update the personnel policies for employees of the City of Gardner; and

**WHEREAS**, it is the intent of the City Council of the City of Gardner to revise Section 6-104 of the Personnel Policies, 2018 Edition.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS, AS FOLLOWS:**

**SECTION ONE:** Sections 6-104 of the City of Gardner, Kansas, Personnel Policies, 2018 Edition is hereby amended to read as follows:

**6-101 HOLIDAYS**

All full-time and part-time employees of the City shall be scheduled off or receive compensation for the following holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Personal Day	Unspecified

From time to time on special occasions, the Governing Body may designate other days as special holidays.

Holidays that fall on a Saturday will normally be observed on the preceding Friday and those which fall on a Sunday will normally be observed on the following Monday. In the case of Christmas

Eve and Christmas Day falling on Friday and Saturday, the holidays will be observed on the preceding Thursday and Friday. In the case of Christmas Eve and Christmas Day falling on Sunday and Monday, the holidays will be observed on Monday and the following Tuesday. All holidays begin at 12:01 a.m. and end at 12:00 midnight.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay plus time and one-half their regular rate of pay for all hours worked on the observed holiday. All FLSA exempt benefit-eligible employees will receive their normal weekly salary during a week that includes an observed holiday(s), whether or not they work on the day the holiday is observed.

If the designated and observed holiday differs from the actual holiday, employees who work on the actual holiday will receive time and one-half their regular rate of pay for the time worked on the actual holiday in addition to the holiday pay (for the observed holiday).

Personal Days must be used within the calendar year. Upon termination or resignation, an employee shall be compensated for any unused Personal Days. Employees are eligible for the Personal Day if they are employed on January 1 (or the first business day) of the current year.

**SECTION TWO:** This update to the Personnel Policies and Procedures, 2018 Edition, supersedes any rules, regulations or policies in conflict herewith.

**SECTION THREE:** The Resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City of Gardner on May 16, 2022.

**ADOPTED** BY THE Governing Body of the City of Gardner, Kansas, this 16<sup>th</sup> day of May, 2022.

SIGNED by the Mayor on this 16<sup>th</sup> day of May, 2022.

CITY OF GARDNER, KANSAS

(SEAL)

\_\_\_\_\_  
/s/  
Todd Winters, Mayor

Attest:

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/s/  
Sharon Rose, City Clerk

Approved as to form:

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/s/  
Ryan B. Denk, City Attorney