

RESOLUTION NUMBER R18-012

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, AMENDING, SECTION 1900 STAFF HOLIDAYS, OF THE CITY OF SAFFORD PERSONNEL MANUAL.

WHEREAS, in June 7, 2011, the Governing Body adopted the latest revision to the Staff Holiday policy outlining the guidelines of City of Safford Employees receiving paid holidays; and,

WHEREAS, Section 1900, precluded part-time employees of the City of Safford to receive paid holidays;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, that Section 1900 of the City of Safford Personnel Manual is amended as follows; and further, all previous statements of policy concerning "Staff Holidays" hereby rescinded and superseded by this resolution.

Purpose: The following directives apply to paid holidays for City of Safford Employees.

Eligibility: All full time and part time employees of the City of Safford shall receive paid holidays for the holidays noted below. (Seasonal employees are not eligible to receive paid holidays).

- Full Time Employees - Holidays will be observed as ten (10) hour holidays except for Christmas Eve which is five (5) hours when Christmas Day falls on a Tuesday, Wednesday or Thursday.
- Part Time Employees – Holidays will be observed for hours "normally" scheduled to be worked on the day of holiday observance. Part time employees will only receive Christmas Eve paid holiday for their "normally" scheduled work hours that fall within the last five (5) hours of the full operational work day of their respective departments when Christmas Day falls on a Tuesday, Wednesday or Thursday.

Observed Holidays		
New Year's Day	January 1 st	
Martin Luther King, Jr. Day	3 rd Monday in January	
Memorial Day	Last Monday in May	
Independence Day	July 4 th	
Labor Day	1 st Monday in September	
Veteran's Day	November 11 th	
Thanksgiving Day	4 th Thursday in November	
Christmas Eve	December 24 th	<u>Full-time employees</u> will receive holiday pay for the last five (5) hours of the work day on Christmas Eve, <u>only</u> when Christmas Day

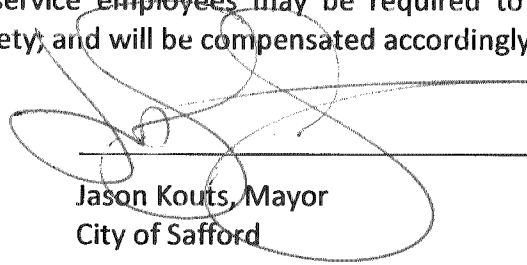
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		falls on a Tuesday, Wednesday or Thursday. <u>Part-time employees will only</u> receive Christmas Eve paid holiday for their "normally" scheduled work hours that fall within the last five (5) hours of the full operational work day of their respective departments when Christmas Day falls on a Tuesday, Wednesday or Thursday.
Christmas Day	December 25 th	

If an observed holiday falls on a Friday or Saturday, the preceding Thursday shall be the day observed as the holiday.

If an observed holiday falls on a Sunday, the following Monday shall be observed as the holiday.

Public Safety Officers and other essential service employees may be required to work on observed holidays in the interest of public safety, and will be compensated accordingly.




Jason Kouts, Mayor
 City of Safford

ATTEST:



Georgia Luster, MMC
 City Clerk

APPROVED AS TO FORM:



William J. Sims, III
 City Attorney

State of Arizona)
) ss
 County of Graham)

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number R18-012 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held May 26, 2015, and that a quorum was present at the meeting.



Georgia Luster, MMC, City Clerk

March 26, 2018
 Date: