

Village of Yellow Springs, Ohio
Ordinance 2021-10

**REPEALING SECTION 304 PAID HOLIDAYS
OF THE VILLAGE OF YELLOW SPRINGS PERSONNEL POLICY MANUAL
AND ENACTING A NEW SECTION 304 PAID HOLIDAYS, THEREBY
AMENDING THE PERSONNEL POLICY MANUAL AND DECLARING AN
EMERGENCY**

WHEREAS, the Village of Yellow Springs, Ohio has established a personnel policy for its employees; and,

WHEREAS, that personnel policy is detailed in the Village of Yellow Springs Personnel Policy Manual; and

WHEREAS, Section 304 Paid Holidays of that manual notes the holidays for which Village employees will be compensated with a paid day off from work; and,

WHEREAS, Council for the Village of Yellow Springs wishes to add June nineteenth: “Juneteenth” to the list of holidays for which Village employees will be compensated with a paid day off;

NOW, THEREFORE, BE IT ORDAINED BY COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO THAT:

SECTION 1. Section 304 Paid Holidays of the Village of Yellow Springs Personnel Policy Manual is hereby amended to read as follows:

304 Paid Holidays

The Village of Yellow Springs will grant holiday time off to all regular full-time employees, regular part-time employees, and probationary employees on the following holidays:

- New Year’s Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents’ Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in May)
- Thanksgiving (fourth Thursday & Friday in November)
- Winter Holiday Eve (December 24)
- Winter Holiday (December 25)
- Floating Holiday (employee’s choice) (Note: This day is calculated as a personal day on the employee’s payroll check)

The following criteria will be followed when administering holidays:

1. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed as the holiday, unless otherwise designated by the Village Manager.

2. Holiday pay will be calculated based on the employee's straight time pay rate times the number of hours the employee would have normally worked on that day.
3. Except for full-time employees of the Police Department, full-time and part-time non-exempt employees who work on a holiday will receive holiday pay and double their straight time rate for hours worked.
4. As-needed employees who work on a holiday will receive their regular straight time pay. Time worked on the holiday will be counted as hours worked during the week. If the employee works more than 40 hours (including holiday work), he or she will be paid overtime for the hours worked over 40.
5. Regular full-time employees of the Police Department, because of rotation of hours and days off duty, are unable to observe holidays as specified above. They shall receive eight hours of holiday pay, or the salary equivalent for each of the specified holidays, such pay to be disbursed on or about December 1st of each year for all holidays falling in that calendar year.
6. If a holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
7. Paid time off for holidays will be counted as hours worked for the purposed of determining whether overtime pay is owed.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. This ordinance is hereby declared to be an emergency measure immediately necessary to enable Village employees to actively participate in meaningful celebration of a holiday traditional to the African American community, wherefore, this ordinance shall be in effect immediately upon its adoption by Council.

Brian Housh, Council President

Passed: 5-17-2021

Attest: _____
Judy Kintner, Clerk of Council

ROLL CALL

Roll Call: Housh __Y__ MacQueen __Y__ Stokes __Y__
 Kreeger __Y__ Curliss __Y__