RESOLUTION 11-03

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 17th day of March 2011.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

6.1. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. New non-exempt employees are not eligible for paid holidays while serving their 90-day trial period.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Thursday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Wednesday in November
And the Day After	4th Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25th

The City of White House follows the Sumner County holiday schedule.

6.2. HOLIDAY PAY

Employees must work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after a holiday in order to receive compensation for the holiday. If an employee does not work their regularly scheduled shift before and after the holiday, pay for the holiday(s) ~~will~~ may be forfeited. Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay. Employees scheduled but who do not work the holiday shall forfeit holiday pay.

Full-Time Employees. Full-time employees working 10 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Ten (10) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Full-time employees working 8 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Eight (8) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Fire Personnel. Fire Department personnel required to work a 24-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

Police Personnel. Police officers who work a 12-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

Part-Time Employees. Part-time employees working at least 30 hours per week who are required to work on a holiday shall receive straight time pay for actual hours worked and shall receive holiday pay at a straight time rate of pay for actual hours worked. All holiday pay will be paid on day of City Hall observance.