



**CITY OF HAMMOND
ORDINANCE N° 11-5241 C.S.**

**AN ORDINANCE TO AMEND THE CITY OF HAMMOND PERSONNEL POLICIES AND
PROCEDURES REGARDING HOLIDAY PAY FOR CIVIL SERVICE EMPLOYEES**

BE IT ORDAINED by the City Council of Hammond, Louisiana, that:

City of Hammond Ordinance #04-3023 C. S., be amended as follows:

1- Chapter 5, Rule V-13 shall be deleted and replaced with the following:

Rule V-13 Holidays

The City shall provide paid holidays to City employees as required by State law and as declared by resolution of the City Council. The following shall apply to holidays required by State law or Federal legislation:

- A. All regular full-time employees are entitled to receive eight (8) hours of holiday leave or compensatory time-off for holidays which occur during the employee's scheduled work day.
- B. When a single-day holiday falls on an employee's regularly scheduled day off, such employee shall receive eight (8) hours of paid holiday time. If he/she is absent from work the day before or the day after the holiday without pre-approved leave, the employee shall not receive the benefit of the holiday.
- C. If a holiday occurs while an employee is on scheduled paid vacation, sick leave and/or paid Family and Medical Leave, the employee shall receive eight (8) hours of compensatory time-off with pay.
- D. Employees working on necessary continuous seven-day operations whose regularly scheduled day off falls on a holiday shall be granted eight (8) hours of compensatory time-off with pay in recognition of the holiday.
- E. With respect to all civil service employees and non-civil service shift personnel, the actual date of the holiday shall be used for compensation purposes, irrespective of the day the holiday is observed by non civil service employees or shift personnel.
- F. Nothing herein shall exempt employees from their work responsibilities whose positions with the City of Hammond require the employee to work holidays and weekends.
- G. Employees who are scheduled to work on a holiday and fail to work as scheduled shall not be eligible for holiday pay and shall be subject to disciplinary action. Non-exempt and hourly paid employees who are required to work on holidays shall be paid at twice the normal hourly rate.
- H. The Mayor or the City Council may declare special paid holidays as deemed necessary or appropriate. The Mayor or the City Council may establish a day of observance of a holiday other than the date designated by State law, however for members of the civil service and shift personnel, the actual day of the holiday shall be observed.
- I. Except for all civil service employees and shift personnel the following shall apply: if a designated holiday falls on Saturday, it shall be observed on the preceding Friday; if a designated holiday falls on Sunday, it shall be observed on the following Monday, unless specifically changed by the Mayor. Notice of such change shall be provided to all employees by the Mayor or the Director of Personnel; if Christmas falls on Saturday, both the preceding Thursday and Friday shall be holidays; if Christmas falls on a Sunday, both the preceding Friday and the following Monday shall be holidays; if Christmas falls on a Monday, the preceding Friday shall be a holiday. For members of the civil service and shift personnel, the actual day of the holiday shall be observed.

J. The City of Hammond shall make reasonable accommodations for other religious practices or beliefs not included in required paid holidays. Employees approved for this accommodation may take compensatory time off, vacation time, or time off without pay. Employees requesting accommodation for time off for religious practices not recognized as an official holiday must make arrangements with their Department Head. Requests shall be made at least ten (10) working days in advance. The decision to allow scheduling for this accommodation of leave time shall be at the discretion of the Department Head.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting on **February 1st, 2011** of the Hammond City Council and discussed at a public meeting held on **February the 15th, 2011**; after motion and second was submitted to the official vote of the Hammond City Council

On motion by Jason Hood and Second by Robert "Bobby" Martin the foregoing ordinance was hereby declared adopted on **February 15th 2011** by the following roll call vote:

Votes: Johnny Blount (Absent) Jason Hood (Y) Robert "Bobby" Martin (Y) Lemar Marshall (Y) Mike Williams (Y) Motion carried approved.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this **15th Day of February, in the year 2011**, at Hammond, Tangipahoa Parish, Louisiana.

Michael A. Williams
Vice President, Hammond City Council

Honorable Mayson H. Foster
Mayor, City of Hammond

Anette A. Kirylo, Clerk
Hammond City Council

Recordation of Receipt Received from the Mayor of the City of Hammond on the 16 day of February in the year 2011 at 11:30 o'clock at m., in accordance with Home Rule Charter Article II, Section 2-12 (B).

Anette Kirylo, Clerk
Hammond City Council

CERTIFICATE OF DELIVERY

In accordance with Home Rule Charter Article II, Section 2-12 (A), the above Ordinance was delivered to the Mayor of the City of Hammond on the 16 day of February, in the year 2011 at 11:15 o'clock at m. said delivery being within **three (3)** calendar days after adoption, exclusive of weekends and state holidays.

Anette Kirylo, Clerk of Hammond City Council