

RESOLUTION NO. 23-01

A RESOLUTION OF THE VILLAGE OF HEMINGFORD, NEBRASKA APPROVING CHANGES TO THE VILLAGE PERSONEL MANUAL

WHEREAS, the Board finds it pertinent from time-to-time to amend the Village's Personnel Manual to reflect changes and clarifications to Village employee polices and procedures, and now wishes to do so.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE VILLAGE OF HEMINGFORD:

A. Accordingly, the Village Personnel Manual is hereby amended with this Resolution as follows:

1. 1.25.1 VACATION BENEFITS

1.25.1. All permanent full-time employees shall be eligible for vacation time and it will be earned on an accrual basis. The amount of vacation days allowable shall be as follows: (number of days times hours per day divided by 26 pay periods – example 10 vac days times 8 hours divided by 26 equals 3.08)

Yrs of continuous service	Vacation earned annually	hours per month 40 hrs/wk
0-2 years	10	3.08
3 years	11	3.38
4 years	12	3.69
5 years	13	4.00
6 years	14	4.30
7-10 years	15	4.62
10+ years	20	6.15

No more than 100 hours can be carried over at the end of any calendar year.

2. 1.27 HOLIDAYS

1.27.1. Permanent full-time employees will receive recognized holidays off with pay, or equivalent time off if the holiday does not fall on a regular working day. The following holidays shall be recognized holidays.

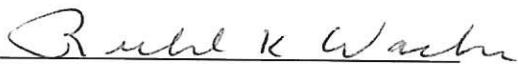
- New Year's Day- January 1st
- Martin Luther King, Jr. Day -Third Monday in January
- President' Day – Third Monday in February
- Good Friday – Friday before Easter
- Memorial Day- Last Monday in May
- Independence Day- July 4th
- Labor Day- First Monday in September
- Veteran's Day- November 11th
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve – December 24th
- Christmas Day- December 25th

~~1.27.2. Permanent full time employees will receive one (1) floating holiday off with pay, to be used at any time with department manager approval.~~

3. 1.36 COMPENSATORY LEAVE

1.36.1. If an emergency shall arise that necessitates the need to work overtime; full time, non-exempt employees shall either be paid for the overtime worked or given compensatory time off at the rate of one-half times the number of hours worked. Employees may carry over 100 hours of compensatory time at the end of each calendar year. Any compensatory time remaining which exceeds 100 hours at the end of each calendar year will be paid out four equal installments during the last four pay periods of the year.

PASSED by the Village Board of Trustees on this 21 day of February ____, 2023.


Richard Wacker, Chairperson

ATTEST:


Village Clerk