

RESOLUTION NO. 26-01

A RESOLUTION TO ADOPT AN EMPLOYEE POLICY MANUAL

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF TERRYTOWN, NEBRASKA, AS FOLLOWS:

Section 1. Attached hereto as Exhibit A is an employee handbook delineating policy and benefits applicable to employees of the City of Terrytown, Nebraska. Exhibit A is hereby adopted as the official employee handbook for the City.

Section 2. Nothing contained in Exhibit A shall constitute a contract of employment or otherwise bind the City of Terrytown, Nebraska, to procedures, benefits, or obligations that are not otherwise required under federal or state law. The handbook adopted hereunder may be amended, modified, or rescinded at the sole discretion of the City Council.

Section 3. Adding verbiage to “Holiday” section (page 15) to add Floating Holidays

Section 4. That all resolutions or parts of resolutions in conflict be and are hereby repealed.

PASSED AND APPROVED this ____ day of February, 2025

Mayor

ATTEST:

City Clerk

Holidays: The City recognizes the following holidays during which Employees are not expected or scheduled to work. On the following City-recognized holidays, full-time Employees shall be paid based on their regularly scheduled hours and at their regular rates of pay:

New Year's Day.....	January 1
Presidents Day.....	Third Monday in February
Arbor Day.....	Last Friday in April
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	1st Monday in September
Veteran's Day.....	November 11
Thanksgiving.....	4th Thursday in November
Day after Thanksgiving.....	4th Friday in November
Christmas Day.....	December 25

Weekend Holidays. When a legally recognized holiday as listed above falls on a Saturday, the preceding Friday shall be observed as the legal holiday. When the holiday falls on a Sunday, the following Monday shall be observed as the legal holiday.

Closure. On all holidays, or on the Monday or Friday being observed as the legal holiday, City offices shall be closed.

Leave Holidays. If a holiday occurs during a period that the Employee is on leave or vacation, no leave or vacation time will be charged for that day.

Part-Time. Part-time Employees will receive hourly pay at ½ their regularly scheduled hours.

- a. Each full-time employee will receive three (3) floating holidays through the calendar year, not to be carried over year to year. Floating holidays are not eligible to be carried over from year to year.
- b. Part-time employees will receive one half (1/2) day pay for each Holiday and will receive one and a half (1 ½) days for purposes of a floating holiday. Floating holidays are not eligible to be carried over from year to year.