

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Gary Shimun, Town Administrator / 954-797-1030

PREPARED BY: Barbara McDaniel, MMC, Assistant Town Clerk

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: HOLIDAY SCHEDULE AMENDMENT - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING THE APPROVED HOLIDAY SCHEDULE AND OTHER OBSERVED DAYS FOR THE TOWN OF DAVIE NON-REPRESENTED EMPLOYEES DURING FISCAL YEAR 2008-2009; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: On August 6, 2008, the Town Council approved the 2008-2009 holiday schedule for non-represented employees. A recent survey by the Human Resources Management Department has shown that the majority of those surveyed will be closed on the Friday after Christmas as opposed to Christmas Eve.

PREVIOUS ACTIONS: n/a

CONCURRENCES: n/a

FISCAL IMPACT: Yes

Has request been budgeted? Yes

What account will funds be appropriated from: Salary Accounts

Additional Comments: Part of employees' benefit package

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution and Holiday Schedule

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE HOLIDAY SCHEDULE AND OTHER OBSERVED DAYS FOR THE TOWN OF DAVIE NON-REPRESENTED EMPLOYEES DURING FISCAL YEAR 2008-2009.

WHEREAS, as required by Town Code, Chapter 2, Article II, Section 2-21, and the Personnel Rules and Regulations, Rule X, Section 2(a), the Town must designate the holidays to be observed during the upcoming fiscal year for non-represented employees; and

WHEREAS, the Town Council approved the holiday schedule on August 6, 2008; and

WHEREAS, the Human Resources Management Department has surveyed various counties and municipalities throughout the State of Florida and found that the majority that responded have determined that due to holiday travel plans, it makes more sense to allow employees to take Friday, December 26th off in lieu of Wednesday, December 24th off in order to accommodate employees traveling out of town; and

WHEREAS, the Town Council wishes to amend the attached schedule for fiscal year 2008-2009.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby amend the approved Town of Davie holiday schedule and observed days for Fiscal Year 2008-2009, attached hereto as Exhibit A.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2008

BER

ATTEST:

MAYOR/COUNCILMEM

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2008

**TOWN OF DAVIE SCHEDULE
FOR FISCAL YEAR 2008-2009***

Veterans Day	Tuesday, November 11, 2008
Thanksgiving Day 2008	Thursday, November 27,
Day after Thanksgiving	Friday, November 28, 2008
Christmas Eve Day 2008	Wednesday, December 24,
Christmas Day 2008	Thursday, December 25,
Day after Christmas	Friday, December 26, 2008
1/2 Day New Year's Eve 2008	Wednesday, December 31,
New Year's Day	Thursday, January 1, 2009
Martin Luther King, Jr. Day	Monday, January 19, 2009
Presidents' Day	Monday, February 16, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Employee's Birthday**	
Quality Service Day***	

* This schedule is observed by non-represented employees in accordance with Rule X, Section 2(a) of the Town of Davie Personnel Rules and Regulations. Bargaining unit employees adhere to their applicable collective bargaining agreement.

** An employee must have been employed at least one year and must have successfully completed the 12 month probationary period to receive his/her birthday. The employee shall be able to utilize their birthday on the day of their actual birthday or another day within 60 days following the employee's birthday as mutually agreed by the employee and the Department Director.

*** An employee who has been employed at least one year, has successfully completed the 12 month probationary period, has no written disciplinary notices, has no at fault accidents, and their overall performance evaluation is “meets expectations” or better during the previous fiscal year, shall receive a Quality Service Day. The employee shall be able to utilize the Quality Service Day on a day within the fiscal year in which the Quality Service Day is credited as mutually agreed by the employee and the department director.