

RESOLUTION NO. R-2015-159

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE HOLIDAY SCHEDULE AND OTHER OBSERVED DAYS FOR THE TOWN OF DAVIE NON-REPRESENTED EMPLOYEES DURING FISCAL YEAR 2015-2016; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, as required by the Town's Employee Policies and Operating Procedures, Holidays SOP #23-011, the Town must designate the holidays to be observed during the upcoming fiscal year for non-represented employees; and

WHEREAS, in order to retain continuity in days off with union employees, non-represented employees also receive a quality service day and their birthday; and

WHEREAS, the Town Council wishes to approve the attached schedule for fiscal year 2015-2016.

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 approve the attached Town of Davie schedule and observed days for Fiscal Year 2015-2016.

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

PASSED AND ADOPTED THIS 29th DAY OF July, 2015.


MAYOR/COUNCILMEMBER

ATTEST:


TOWN CLERK

APPROVED THIS 29th DAY OF July, 2015.

**TOWN OF DAVIE SCHEDULE
FOR FISCAL YEAR 2015-2016***

Veterans Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day after Thanksgiving	Friday, November 27, 2015
Christmas Eve Day	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015
1/2 Day New Year's Eve	Thursday, December 31, 2015
New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Presidents' Day	Monday, February 15, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Employee's Birthday**	
Quality Service Day***	

* This schedule is observed by non-represented employees in accordance with Rule IX, 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 standards" 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.

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

Item Number: 11.

To: Mayor and Councilmembers
From: Stacey H.S. Hipsman, Human Resources Director
Prepared By: Shaun S. Gelvez, Administrative Aide - Human Resources
Subject: Resolution
Affected District: Town Wide
Item Request: Schedule for Council Meeting

Title of Agenda Item: **HOLIDAY SCHEDULE - 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 2015-2016; PROVIDING FOR SEVERALIBILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Executive Summary: The Town's Employee Policies and Operating Procedures, Holidays SOP# 23-011, requires the Town to designate the holidays to be observed by non-represented employees during the upcoming fiscal year. In order to retain continuity in days off with other union employees, non-represented employees also receive a quality service day and their birthday.

Note: This schedule is observed by non-represented employees in accordance with the Personnel Rules and Regulations. Bargaining unit employees observe the holidays and other days as listed in their applicable collective bargaining agreement.

Key Points:

- This schedule is observed by non-represented employees in accordance with the Town Employee Policies and Operating Procedures, Holidays SOP# 23-011.
- Bargaining unit employees observe the holidays and other days as listed in their applicable collective bargaining agreement.

Previous Actions:

Concurrences:

Fiscal Impact:

Has request been budgeted? Yes
 If yes expected cost: Part of employees' benefit package
 Account name and number: Salary account
 If no, amount needed:
 Account name funds will be appropriated from
 Additional Comments

Recommendation: Motion to approve

Strategic Goals This Item Supports:

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Reso - Holiday 2015-2016.docx	2015-16 Holiday Schedule and Resolution