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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kaylin Clement, Assistant City Administrator

DATE: September 21, 2023

SUBJECT: Summer Hours and Observed Holidays PTO

Recommended Council Action

Approve the addition of four PTO hours for all full time employees who did not participate in the City's summer hour's schedule.

Background

With the conclusion of the initial City Hall summer hour's schedule, it has come to our attention some revisions to the plan are needed if this is to become a permanent City schedule. We understand that some of the operational needs of Vadnais Heights do not follow a schedule, meaning some essential positions provide unique challenges when considering an alternative work schedule – and therefore are not possible for all staff members.

Memorial Day, Juneteenth, July 3 and July 4 were observed as nine-hour holidays for staff members taking part in City Hall's summer hour's schedule. All Public Works and full-time Fire staff continued to work a regular eight-hour/five day schedule. Because of this, we ask that Council consider the addition of four hours (one hour for each of the four aforementioned holidays throughout the summer) added to the PTO bank of non-summer hour staff members, effective the next pay period.

Going forward, all observed holidays will be paid out as eight-hours (instead of nine), regardless of the season/schedule at the time of the holiday. It will be up to the individual to either use accrued PTO to cover the other hour and/or make up the time at some other point during the week.

If approved, the additional four hours would be added to the PTO bank of 18 staff members.