

## RESOLUTION 698

Council person Ball introduced the following:

### A RESOLUTION AMENDING CITY OF HUBBARD EMPLOYEE HANDBOOK

**WHEREAS**, an Employee Handbook outlines the personnel policies and procedures of the City of Hubbard; and

**WHEREAS**, the Employee Handbook applies to all regular full-time and part-time employees as well as seasonal/temporary employees; and

**WHEREAS**, the purpose of the Employee Handbook is to inform all employees about the various City policies and procedures as they relate to personnel. The following sections of the handbook have been amended:

#### **SECTION 5: HOLIDAYS OBSERVED**

##### **5.1 Holidays**

The City will observe the following holidays:

- New Year's Day (January 1)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24), Close at Noon
- Christmas Day (December 25)
- New Year's Eve (December 31) Close at Noon

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hubbard, Iowa that the amended sections of the City of Hubbard Employee Handbook, as prepared and presented by staff is hereby adopted.

Council person Cross seconded the motion to adopt.

Roll was called and the following Council person voted:

AYES: Ball, Below, Cross, Smuck,

NAYS:

ABSENT: Kix

**WHEREUPON**, The Mayor declared the above RESOLUTION duly adopted. Passed and approved this 14th day of February, 2022

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Marshall Simmerman, Mayor

ATTEST:

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Marie Neubauer, City Clerk