City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MSP-W

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: November 1, 2018

SUBJECT: Requested Closure of City Offices December 24, 2018

December 24, 2018 falls on a Monday and is scheduled as one-half day of work for full-time city employees. Full-time employees receive one-half of holiday time for the day before Christmas, per union contract and city employee handbook. It is anticipated that many employees will request the one-half day off (four hours). It would seem prudent to declare city offices closed December 24, 2018 and require full-time employees to utilize four hours of vacation or accumulated compensatory time to receive payment for the four hours.

All city services will be handled in the same manner as our current after-hours policy. If this requested action is approved, all employees (current and hired before December 24) will be notified that they need to plan accordingly. While the police service window would be closed with this change, other Police operations will not be impacted by this proposed action.

RECOMMENDATION: Council consideration to close city offices on the morning of December 24, 2018.