

RESOLUTION NO. 2014-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH CLOSING ALL NON-ESSENTIAL SERVICES TO THE PUBLIC FROM NOON, WEDNESDAY, DECEMBER 24, 2014 AND ALL DAY FRIDAY, DECEMBER 26, 2014, AND FROM NOON, WEDNESDAY, DECEMBER 31, AND ALL DAY FRIDAY, JANUARY 2, 2015 IN ADDITION TO THE CITY RECOGNIZED HOLIDAYS OF THURSDAY, DECEMBER 25, 2014 (CHRISTMAS) AND THURSDAY, JANUARY 1, 2015 (NEW YEARS DAY) AMENDING THE SALARY AND BENEFITS RESOLUTION (RESOLUTION 2014-32) FOR NON-REPRESENTED EMPLOYEES BY ADOPTING THE SIDE LETTER AGREEMENT.

WHEREAS, the City of Huntington Beach elects to implement a holiday closure for the period of noon, Wednesday December 24, 2014, through and including Friday, December 26, 2014 (which includes Christmas Day, December 25, 2014) and noon New Year's Eve, Wednesday December 31, 2014 through and including Friday, January 2, 2015 (including New Year's Day, Thursday, January 1, 2015), which will result in City Hall and other non-essential City of Huntington Beach operations being closed to the public over the specified closure period; and

WHEREAS, on July 7, 2014, the City Council of Huntington Beach adopted Resolution No. 2014-32 for the purpose of modifying salary and benefits for non-represented employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huntington Beach as follows:

- Section 1. The Holiday Closure attached hereto as **Exhibit A** is approved and adopted.
- Section 2. The Holiday Closure modifies Resolution No 2014-32 between the City of Huntington Beach and Non-Represented employees.

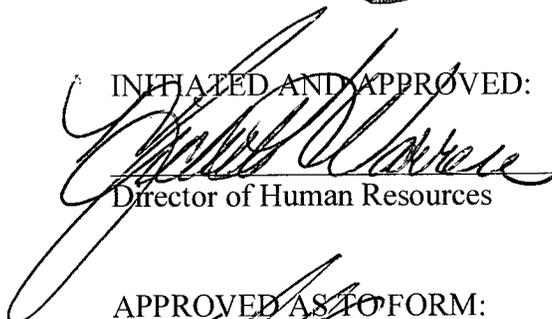
PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 15th day of December, 2014.

  
\_\_\_\_\_  
Mayor

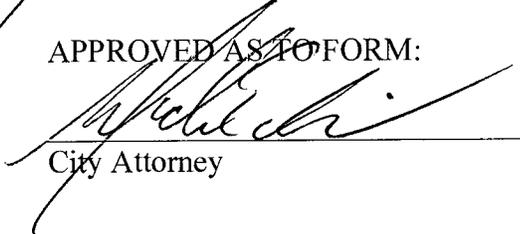
REVIEWED AND APPROVED:

  
\_\_\_\_\_  
City Manager

INITIATED AND APPROVED:

  
\_\_\_\_\_  
Director of Human Resources

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**City of Huntington Beach  
2014 HOLIDAY CLOSURE  
Non-Associated/Non-Represented**

A. Holiday Closure

- i. Noon, Wednesday, December 24, 2014, Friday, December 26, 2014, Noon, Wednesday, December 31, 2014, and Friday, January 2, 2015, will be known and referred to as "Holiday Closure" for the dates specified.
- ii. Employees will not report to work (unless specifically requested to do so) during the Holiday Closure, and unless obligated to report, will be required to take accrued leave time off to account for the Holiday Closure time.
- iii. Employees will use approved leave accruals (general leave or executive leave) to account for the time away from work during the Holiday Closure.
- iv. The City may require (at the request of the City Manager), that certain employees work a regular or partial schedule on one or more of the Holiday Closure days. Any employee required to work during any portion of the Holiday Closure may elect to take the equivalent time off between January 2, 2015 and March 27, 2015 with City Manager approval.

B. Time Accounting

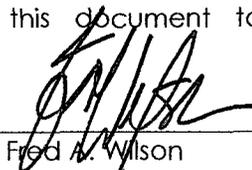
- i. All employees not required to report to work during the Holiday Closure will be required to account via payroll, as set forth below, for the appropriate accrued leave time associated with the Holiday Closure.
- ii. The payroll accounting options for the Holiday Closure include use of leave accruals (general leave or executive leave). Payroll accounting for the Holiday Closure not specifically listed herein must be approved by the City Manager.
- iii. Employees required to work during any portion of the Holiday Closure will be paid their regular salary for time worked and may elect to account for the equivalent amount of Holiday Closure hours via approved alternative/equivalent time off.
- iv. All Holiday Closure leave hours are to be accounted for via payroll as of the pay period ending January 2, 2015.
- v. Any Holiday Closure hours taken as time off and not accounted for via payroll as of the pay period ending January 2, 2015, shall be accounted for in the following order until all Holiday Closure hours are accounted for:
  1. Executive Leave
  2. General Leave
- vi. Employees separating from City service must reconcile all unaccounted Holiday Closure hours at time of separation. Time will be accounted for in the following order until all Holiday Closure hours are accounted for:
  1. Executive Leave
  2. General Leave

C. Scheduling - Flex Day/Holiday Closure Day Substitute

Employees assigned to **Schedule A** flex schedule will have that flex day attributed to Friday, December 26, 2014 Holiday Closure day and other accrued leave will not be required to account for this day. Employees assigned to **Schedule B** flex schedule will have that flex day attributed to Friday, January 2, 2015, Holiday Closure day and other accrued leave will not be required to account for this day.

IN WITNESS WHEREOF, the parties have caused this document to be executed on DECEMBER 15, 2014.

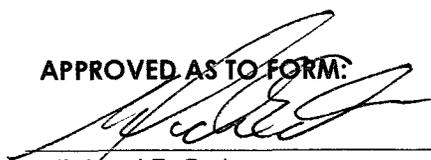
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\_\_\_\_\_  
Fred A. Wilson  
City Manager

Dated: \_\_\_\_\_

**APPROVED AS TO FORM:**



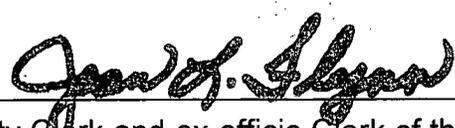
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Michael E. Gates  
City Attorney

Dated: 12/8/2014

STATE OF CALIFORNIA  
COUNTY OF ORANGE                    ) ss:  
CITY OF HUNTINGTON BEACH        )

I, JOAN L. FLYNN the duly elected, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a **Regular** meeting thereof held on **December 15, 2014** by the following vote:

**AYES:**        O'Connell, Katapodis, Hardy, Sullivan, Delgleize, Peterson  
**NOES:**        None  
**ABSENT:**     Posey  
**ABSTAIN:**   None

  
\_\_\_\_\_  
City Clerk and ex-officio Clerk of the  
City Council of the City of  
Huntington Beach, California