

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: June 23, 2025

Agenda Item: 3E	Prepared by: Crystal McGhee, Interim Human Resources Director	
Agenda Section: Unfinished Business: Ordinance. Second Reading	Date: June 19, 2025	
Subject: Adoption of revisions for the City of North Myrtle Beach Employee Personnel Manual	Division: Human Resources	
<u>Background:</u> This request will add an additional holiday and allow more flexibility in the use of holiday bank time for City staff scheduled to work on holidays. The proposed changes to the personnel manual have been attached for Council's review. <u>Recommended Actions:</u> Approve or deny the proposed ordinance on second reading		
Reviewed by Department Head	Reviewed by City Manager	Reviewed by City Attorney
Council Action: Motion By _____ 2nd By _____ To _____		

AN ORDINANCE

**AN ORDINANCE OF THE CITY OF NORTH MYRTLE BEACH TO
ADOPT REVISIONS FOR THE CITY OF NORTH MYRTLE BEACH
EMPLOYEE PERSONNEL MANUAL.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF NORTH
MYRTLE BEACH, SOUTH CAROLINA, IN COUNCIL DULY ASSEMBLED, THAT:**

Section I: There is authorized and adopted a revision to the employee personnel manual. This revision will add an additional holiday and allow more flexibility in the use of holiday bank time for City staff scheduled to work on holidays.

Section II: This ordinance shall become effective upon the date of passage and supersedes an inconsistent ordinance(s).

DONE, RATIFIED AND PASSED, THIS _____ DAY OF _____, 2025.

ATTEST:

Mayor Marilyn Hatley

City Clerk

APPROVED AS TO FORM:

City Attorney

FIRST READING: 6.16.2025

SECOND READING: 6.23.2025

REVIEWED:

City Manager

ORDINANCE: 25-31

Request to Add an Additional Holiday and Adjust Holiday Bank

The Human Resources Department is requesting the following changes to the handbook in order to add an additional holiday, to set three previous floating holidays, and to allow employees more flexibility on the use of banked holiday time. ~~(New matter underlined, deleted matter struck through.)~~

SECTION VII. EMPLOYMENT LEAVES AND BENEFITS

Holidays

The following are observed as official paid holidays for regular, full-time City employees:

A. New Year's Day

B. Martin Luther King, Jr. Day

C. ~~Good Friday~~

D. ~~Memorial Day~~

E. Fourth of July

F. Labor Day

G. Thanksgiving Day

H. Day After Thanksgiving

I. Christmas Day

J. ~~Additional Day at Christmas~~

K. ~~Four (4)~~ **Two (2)** floating holidays **will be scheduled between the employee and the department.**
~~recommended by the Employee Advisory Committee and approved by the City Manager.~~

When a holiday falls on Sunday, the following Monday is generally observed as the holiday; when it falls on Saturday, the preceding Friday is generally observed as the holiday.

~~Any holidays recommended by the Employee Advisory Committee, that are also listed as Federal holidays~~
are observed on the day that most federal employees are scheduled to observe the holiday.

Employees scheduled to work on a holiday are paid as follows:

All regular full-time employees are granted eight (8) hours on the observed holiday date which will be placed in a holiday leave bank for that employee. **If the holiday hours are not taken on the official day, This**
holiday leave hours will ~~expire six (6) months after it is placed in the holiday leave bank if unused~~
accumulate up to an amount not to exceed 60 hours. ~~Non-interruptive services such as Public Safety, Sanitation, or Bridge Tenders will be granted an alternate date to observe those holidays that fall on regularly scheduled duty days.~~

When an employee is absent from work due to illness on the workday preceding and/or following a holiday, holiday compensation may not be paid unless a doctor's excuse is provided by the employee.