

**Attachment to Ordinance #1665-2021  
Amending Management Compensation Plan (MCP) #2713-2013,  
as amended**

**Section 1.** To amend Ordinance No. 2713-2013, as amended, by enacting Section 5(E) as follows:

Ord. Section	Job Code	Class Title	Grade
<u>S066</u>	<u>0862</u>	<u>Senior Budget/Management Specialist</u>	<u>94</u>

**Section 2.** To amend Ordinance No. 2713-2013, as amended, by amending Section 9(A) to read as follows:

- (A) Holidays Observed. The legal holidays observed by the City and for which full-time, non-seasonal employees are to be compensated shall be as follows:
- (1) New Year's Day, January 1.
  - (2) Martin Luther King's Birthday, the third Monday in January.
  - (3) Washington's Birthday, the third Monday in February.
  - (4) Memorial Day, the last Monday in May.
  - (5) Juneteenth, June 19.
  - ~~(5)~~(6) Independence Day, July 4.
  - ~~(6)~~(7) Labor Day, the first Monday in September.
  - ~~(7)~~(8) Veterans Day, November 11.
  - ~~(8)~~(9) Thanksgiving Day, the fourth Thursday in November.
  - ~~(9)~~(10) Christmas Day, December 25.
  - ~~(10)~~(11) Any other holidays proclaimed by the Mayor.
  - ~~(11)~~(12) Employee's Birthday. If the employee's birthday falls on an above-named holiday, the employee shall be granted and compensated for one additional holiday. The Appointing Authority will allow the employee to take his/her birthday holiday on the employee's birthday or within 365 days from the date on which the employee's birthday occurs. If the employee's birthday falls on February 29, the holiday for purposes of this Section shall be considered as February 28 unless otherwise authorized by the Appointing Authority.

**Section 3.** To amend Ordinance No. 2713-2013, as amended, by amending Sections 10(F)(1) and 10(F)(2) to read as follows:

(F) Personal Business Day.

- (1) Full-time employees in the classified and unclassified service, except for Elected Officials, Directors, unclassified Deputy Directors and Department Assistant Directors, shall receive three (3), eight (8) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designee. **Commencing July 19, 2021, employees will receive an additional eight (8) hour personal business day to be used by the end of the first full pay period beginning in January 2022.**
- (2) Part-time regular employees in the classified and unclassified services shall receive three (3), four (4) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designees. **Commencing July 19, 2021, employees will receive an additional four (4) hour personal business day to be used by the end of the first full pay period beginning in January 2022.**

**Section 3.** That existing Sections 5(E), 9(A), and 10(F) of Ordinance No. 2713-2013, as amended, are hereby repealed.

**Section 4.** For reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten (10) days after passage if the Mayor neither approves nor vetoes the same.