

MEMORANDUM OF AGREEMENT
City of Springfield and SEIU Local 503, OPEU Local 995


This Memorandum of Agreement is entered into between the City of Springfield, hereinafter referred to as the "City", and SEIU Local 503, OPEU, hereinafter referred to as the "Union". The purpose of this MOA is to establish agreement with the Union regarding how observed holidays interact with working schedules for Union-represented employees working in the Library.

1. The Library is open Monday to Saturday, many evenings until 7pm. Due to this scheduling, employees are not always able to take an alternate day off in the same work week as an observed holiday.
2. Current contract language states:
"If a holiday falls on an employee's regular day off, the supervisor should grant time off equal to the holiday hours on a scheduled workday in the same work week to account for the holiday time. If time off cannot be given in the same work week as the holiday, the employee will be paid for the holiday in addition to their regular hours. Holiday pay in addition to the regularly scheduled hours will not result in overtime pay."
3. To provide some flexibility to Library management and their staff, alternative options are listed below in preferential order. If a holiday falls on an employee's regular day off, with supervisory approval, the employee may:
 - a. Take the City designated holiday on a different day during the same pay period. This could include the week prior to or following the week the holiday occurs, depending on how the holiday falls in the pay period. This increases the opportunity to take the holiday time from the same week to the same pay period.
 - b. Take 8 hours of straight time for the holiday (48 total for full-time employees) as stated in the contract language.
 - c. Agree on a different day to take as holiday within the next 3 pay periods following the pay period in which the holiday occurred. Must include a comment on timecard for which holiday the time is being used.
4. The following additional conditions apply:
 - a. Holiday pay is computed at an individual staff member's base rate of pay.
 - b. Holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken.
 - i. Thanksgiving and Christmas holidays are exceptions to this condition and may be used within the next 3 pay periods as outlined in 3.c. above.
 - c. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
 - d. Employees should not exceed the number of holidays identified in the collective bargaining agreement.

The holiday pay code automatically populates on timecards. This row can be deleted and re-added to different days when the hours are actually used. It is the responsibility of the employee and supervisor to ensure that the hours are taken within an appropriate amount of time and that the employee doesn't take more hours than are recognized by the contract.


Dated this 15th day of ~~November~~ 2022.
December

For the City:



HR Director

For the Union:



Union President