

RESOLUTION 2025-30

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
(AMENDMENT #4)**

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

V. TIME OFF BENEFITS

3. HOLIDAYS

The City observes the following holidays. Full-time employees will receive eight hours compensation for the following City holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Those employees whose regular work week is Monday through Friday, if the holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #4 to the West Branch Employee Handbook is hereby approved.

Passed and approved this 17th day of March, 2025.



Tom Dean, Mayor Pro Tem

ATTEST:



Leslie Brick, City Clerk