TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.b.

Agenda Item: **Ordinance 25-O-14 to amend Chapter 54 (PERSONNEL), Article I (In General), Article II (Pay), Article III (Leave), and Article IV (Grievance Procedure)**

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Tanya Kendrick, Human Resources Director

Description:
This ordinance amendment updates several sections of Chapter 54 to modernize definitions, align compensation practices with federal standards, and promote transparency in personnel policies.

Background:
Article I. (In General). Sec. 54-3. – Definitions: The definition of "Department Heads" has been revised to remove a specific reference to the director and now broadly includes all persons occupying the job classifications responsible for a department. This change provides a more inclusive and flexible definition consistent with current organizational structures.

Article II (Pay). Sec. 54.25. – Overtime Pay: The provision specifying that overtime pay is calculated at 1.5 times the regular rate has been removed. The section now states that compensation will be provided in accordance with the Fair Labor Standards Act (FLSA), ensuring legal compliance and simplifying language by referencing federal law directly.

Article IV (Grievance Procedure). Sec. 54-84.- Coverage of personnel: The amendment removes executive assistants from the list of exceptions under subsection (a), expanding their access to the grievance process. Additionally, subsection (b) has been removed to promote greater transparency and ensure a clearer, more consistent application of the grievance policy.

Article III (Leave). Sec. 54-51. - Holiday leave:
Over the past five years, the Town has made several enhancements to leave policies for regular status employees, including:

- Establishing Juneteenth as a town holiday in 2020 following the Governor's proclamation.

- Providing 16 hours of personal/floating leave annually beginning in 2022, replacing Presidents' Day and Columbus Day (prorated for part-time employees).

- Increasing holiday pay to 1.5x for employees required to work on town-observed holidays, up from 1x under the previous policy.

As part of our continued efforts to support employee well-being and work-life balance, the town is proposing the following updates:

- **December 2025: Expand the Christmas Eve holiday from a half-day to a full-day.**

- **January 2026: Retire the personal/floating leave hours introduced in 2022.**

- **February 2026: Reinstate President's Day as a town-observed holiday.**

Timing Impact:
Town Council consideration of this item now allows time for communication to employees and the public regarding changes to the upcoming holiday schedule.

Strategic Focus Area:
Good Governance

Fiscal Impact:
The projected fiscal year (FY) impact of the proposed holidays is approximately $30,000, representing potential incremental holiday wages. It is anticipated that the FY 2026 Amended Budget will be sufficient to absorb these incremental costs; no changes to the FY 2026 Budget are proposed.

Legal Impact:
The proposed ordinance will amend Chapter 54 of the Town Code. Pursuant to the Code of Virginia, Council approval is required to amend the Town Code. Approval of the proposed ordinance will result in an update to the Town Administrative Regulation 1-25, Leave.

Staff Recommendation/Next Steps:
Adoption of the Ordinance as proposed.

Attachments:
1. Ordinance (Proposed)