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TO: Board of Commissioners  
FROM: Amy Jewell, Director of Administration  
DATE: September 14, 2022  
RE: Personnel Rules & Regulations – requested change to holiday schedule - discussion only

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CSWD’s Justice, Equity, Diversity, and Inclusion (JEDI) Committee, currently made up of seven staff members, have been working together to build the foundation of JEDI work that will make improvements to our organization. We’ve been discussing the scope, work, and goals of this committee, and mission. Our committee will offer educational resources and training to staff and will encourage and support JEDI-related initiatives. We’re excited about the work that we’ve done thus far and are excited for future opportunities to make a difference at CSWD. Our staff is also appreciative of the support of the Board of Commissioners, which also includes the passing of the Declaration of Inclusion on May 25, 2022.

***Declaration of Inclusion***

*The Chittenden Solid Waste District condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community. As a municipality, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and strive to ensure all of our actions, policies, and operating procedures reflect this commitment. CSWD is an organization where all individuals feel a sense of belonging and can express their opinions.*

**CSWD Proposed Holiday Schedule Change (CSWD Facilities: Administration, Compost, Drop-Off Centers, Environmental Depot, Maintenance)**

**Proposed Change #1 – Remove President’s Day from the holiday list and add Juneteenth**

CSWD’s JEDI Committee discussed the importance of recognizing the Juneteenth holiday, which would allow employees to participate in the celebrations throughout our community. As you know, Juneteenth celebrates the emancipation of enslaved African Americans. CSWD’s Management Team also agrees that it is important that CSWD, as an organization, formally recognize the Juneteenth holiday. It was approved as a Federal Holiday in June of 2021 and is celebrated on June 19<sup>th</sup>. CSWD is requesting replacing President’s Day, which is the 3<sup>rd</sup> Monday of February with the Juneteenth holiday. We do know that some communities have included Juneteenth in their list of celebrations including Burlington, South Burlington, Winooski, Underhill, Essex Town, and the City of Essex Junction having added this holiday to their approved holiday list.

**Proposed Change #2 – Add 4 hours of holiday time on December 24**

CSWD employees working 20 hours per week, or more are currently eligible for pro-rated holiday pay. Full-time employees receive 12 hours for the Christmas holiday. The current holiday schedule includes a ½ day on December 24<sup>th</sup> and the full day on December 25<sup>th</sup>. We would like to request that CSWD Facilities be closed a full day on December 24<sup>th</sup> to provide our staff with additional time with their family. We also acknowledge that there are other religious holidays celebrated, and if requested, employees could float these holiday hours, if possible. The estimated cost of an additional four hours of staff time as paid holiday leave is \$6,800 (roughly \$1,700/hour for all CSWD staff.)

This was brought to the Executive Board for discussion and was generally supported and agreed to bring to the Full Board for approval. Although our holiday schedule is typical of other municipal holiday schedules, the Gallagher Flynn study from March 2021 included comparisons to private companies and identified CSWD's 12 paid holidays above the 9-holiday average.

**BE IT RESOLVED that the Board of Commissioners of the Chittenden Solid Waste District hereby authorizes the Executive Director to amend the Personnel Rules & Regulations Section 6.2-2 Holidays to include the changes as noted above.**