

# 4

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

---

CSWD’s Justice, Equity, Diversity, and Inclusion (JEDI) Committee, currently made up of eight 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.

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

One conversation that the JEDI Committee held was the importance of recognizing the Juneteenth Holiday. CSWD’s Management Team agrees that it is important that CSWD, as an organization, formally recognize the Juneteenth holiday. As you know, Juneteenth celebrates the emancipation of enslaved African Americans. It was approved as a Federal Holiday in June of 2021 and is celebrated on June 19<sup>th</sup>. CSWD is requesting adding Juneteenth to the list of CSWD holidays in place of President’s Day, which is the 3<sup>rd</sup> Monday of February. I am aware of 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 leave on December 24**

In addition, CSWD would like the board to consider changing the Christmas holiday celebration from one and one-half days to two days. The current holiday 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 to have additional travel time or time with their family. We also acknowledge that there are other religious holidays celebrated and if requested employees could float another holiday, if possible.

Changes to the Personnel Rules & Regulations requires full board approval. This is brought to the Executive Board for discussion only.