

# FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, January 20, 2025 at 6:20 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Holiday Pay for Crossing Guards.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, January 20, 2025 at 6:20 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**



## **MEETING ACCESS INFORMATION:**

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

\*Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.\*



# MEMO

## Human Resources

To: Personnel and Finance Committee  
From: Elisa Hodge, HR Director  
Date: 1/20/2025  
Re: Holiday Pay Crossing Guards

### Background information:

Year-Round Crossing Guards are classified as casual employees and do not currently receive any holiday pay for dates that fall within the school year. This affects those regularly employed Crossing Guards with losing a day's pay during those holidays.

### Strategic Plan:

To support the goal of engagement and retention, it is proposed that Year-Round Crossing Guards will receive the following paid holidays:

- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day

Holiday pay hours will be 2 hours on each of the above designated holidays.

Paid holidays do not apply to Substitute Crossing Guards.

This change is recommended to be effective for the 2025-2026 school year and will be reflected in the next revision of the Employee Handbook.

### Budget:

The annual cost for this added benefit is \$1,376.76 (\$16.39/hour x 6 holidays x 2 hours each x 7 year-round Crossing Guards).

### Staff Recommended Action:

Staff recommend approving the addition of Holiday Pay for year-round Crossing Guards to be effective with the 2025-2026 school year.