



# City of Holyoke

## IN CITY COUNCIL

Introduced by Councilor **Kevin A Jourdain**

Ordered, That the City Council adopt an ordinance that requires all department heads and employees to electronically track (i.e. Munis or other such system as determined by the Personnel Department) all time off accrued and used on a monthly basis. They are also required to report all time off requests, approvals, denials and usage tracking centrally to the Personnel department on a monthly basis. The personnel department shall ensure compliance with city time off policies. Any employee or department head who knowingly provides false information on the reporting of time shall be subject to discipline up to and including termination. They shall also be subject to restitution and/or other civil fine as may be established by ordinance.

In City Council, February 15, 2022. **Received and referred to the Ordinance Committee.**

In City Council, on August 2, 2022, the report of Committee received and the Ordinance passed its first reading.

The Ordinance passed its second reading.

The Ordinance was passed to be enrolled.

The Committee has considered the same and find that it is truly and properly enrolled.

Report of Enrollment received.

The Ordinance was passed to be Ordained and Adopted on a call of the roll of the yeas and nays --Yeas 10--Nays 1 (McGiverin)--Absent 2 (Puello, Rivera\_J).

Brenna M. McFee  
Clerk

<p style="text-align: center;"><b>Presented to the Mayor</b></p> <p>For Approval <u>aug 2</u>, 20<u>22</u></p> <p style="text-align: center;"><u>Brenna McFee</u> City Clerk</p>	<p style="text-align: center;"><b>Mayor's Office</b></p> <p>Holyoke, Mass. <u>8/3/2022</u>, 20</p> <p><del>Approved</del> <b>VETO</b></p> <p style="text-align: center;"><u>AM</u> Mayor</p>
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MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

August 8, 2022

Honorable City Councilors

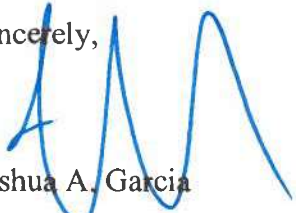
**Re: Ordered, That the City Council adopt an ordinance that requires all department heads and employees to electronically track (i.e. Munis or other such system as determined by the Personnel Department) all time off accrued and used on a monthly basis. They are also required to report all time off requests, approvals, denials and usage tracking centrally to the Personnel department on a monthly basis. The personnel department shall ensure compliance with city time off policies. Any employee or department head who knowingly provides false information on the reporting of time shall be subject to discipline up to and including termination. They shall also be subject to restitution and/or other civil fine as may be established by ordinance.**

Dear Councilors,

I appreciate the due diligence and willingness to help with strengthening the day-to-day management at City Hall. Accountability and oversight are critical to protect our local resources, reduce liability, and mitigate any potential for fraud. Since I have started in the role as Mayor, there are steps we have been taking to improve our internal controls to achieve efficiency and accuracy with timekeeping and payroll tracking. We have hired a Personnel Director who understands this is a priority. To-date, she has coordinated a PACE MUNIS Assessment so we can update the system to have the capability to electronically capture leave requests and payroll sign offs. Until we can implement, the Personnel Director has been working toward centralizing leave requests and payroll tracking manually using the google workspace. Lastly, we are in the process of drafting a Personnel Policies Manual with clear guidelines and expectations for how we govern day-to-day management. I believe these efforts will satisfy the concern raised through this order and therefore I am vetoing this order to avoid City Council overreach, creating laws to influence day-to-day management decisions that are the responsibility of the mayor.

Please understand this is in no way to discredit the effort made behind the order. I share the concern and look forward to continuing the work that'll ensure safety and security of local taxpayer resources.

Sincerely,

  
Joshua A. Garcia  
Mayor