



## Cover Memorandum/Staff Report

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**File #:** 23-285 CRA

**Agenda Date:** 2/27/2024

**Item #:** 7D.

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**TO:** CRA Board of Commissioners  
**FROM:** Gina Clayton, Finance & Operations Director  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** February 27, 2024

### **AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 8**

#### **Recommended Action:**

Approve the proposed amendment to "Human Resources Policies and Procedures Manual" for the Delray Beach Community Redevelopment Agency.

#### **Background:**

The proposed amendment to the CRA Human Resources Policies & Procedures Manual is to modify Section 8 - Legal Holidays. An excerpt of the updated HR Manual is attached (See Exhibit A) with proposed revisions and the complete manual is available upon request. The City of Delray Beach added Juneteenth (June 19<sup>th</sup>) to their approved paid legal holidays at their November 7, 2023- Workshop Meeting. The CRA follows the legal holiday schedule of the City of Delray Beach.

Amendment to Section 8- Legal Holidays

- Amend to add "Juneteenth" - June 19<sup>th</sup> as an additional observed legal paid holiday.

Attachments: Exhibit A - Proposed amendment to Section 8 to the CRA Human Resources Policies & Procedures Manual

#### **CRA Attorney Review:**

N/A

#### **Finance Review:**

Reviewed and prepared by Gina Clayton, CRA Finance & Operation Director.

#### **Funding Source/Financial Impact:**

N/A