



## ADMINISTRATIVE POLICIES AND PROCEDURES

### APP

Approved by City Council:

Issued:

Revised:

**SUBJECT:** Calendar of Observances

### PURPOSE

The vision of the City of Savage is to an inclusive community for all. To achieve this vision, our underrepresented residents and employees must see themselves reflected in our community. This reassures them they matter and that this community supports and helps them thrive. One way to do this is to recognize heritage months and cultural celebrations. The City of Savage recommends adopting a policy and calendar of observances to acknowledge and celebrate various ethnic and marginalized groups.

### POLICY

Observances were selected based on their federal designation as Special Emphasis Program Observances (SEP) as identified by the Equal Employment Opportunity and Civil Rights Program. <https://www.archives.gov/eo/special-observances>.

These designations reflect both the City of Savage's values as an employer and as a local government organization and are significant to communities that have been historically marginalized, underrepresented, or have federal protections. This policy and calendar of observances does not detail the days the City has identified as employment holidays, during which the City offices are closed.

January – Dr. Martin Luther King, Jr., Day\*  
February – African American History Month\*  
March – National Women's History Month  
May – Asian/Pacific American Heritage Month  
June – Lesbian, Gay, Bisexual, and Transgender Pride Month  
June 19 – Juneteenth\*  
September 15-October 15 – National Hispanic Heritage Month  
October – National Disability Employment Awareness Month  
November – National American Indian/Alaskan Native Heritage Month\*

*\*Indicates those observances currently being acknowledged by the City of Savage.*

At a minimum, the City will observe each of these federally recognized observances with a social media post to raise awareness and educate on the significance of the holiday to our community. These notifications will include information about any related programming corresponding with the event or holiday, including events and programming provided by the City or its community partners.

**PROCEDURE**

The Communications Division will review and update this policy at least every three years.