

RESOLUTION # 366 - 96

PAY, HOLIDAYS

A. ELIGIBILITY

Only full-time employees are entitled to holiday pay.

All hourly employees of the County Care Facility, Communication Center and Sheriff's department will receive 2 1/2 their straight hourly rate for hours worked on the observed holiday.

B. DESIGNATED HOLIDAYS

The Auditor, after consulting with courthouse officers, shall provide a list of 10 and one half designated holidays in January to each department. In departments that require 24 hour service i.e. County Care Facility, County Communications Center, Sheriff's department, the department head will authorize the actual holiday to be the observed holiday.

C. CONDITIONS

1. All employees of County Care Facility, Communications Center, and Sheriff's department will only receive holiday pay for the hours they work on the actual holiday. These employees shall be compensated their regular hourly rate plus 1 1/2 times (total of 2 1/2 times) their hourly wage rate for the holiday or the portion of the shift that falls on the observed holiday set by the department head.
2. Full-time employees who are scheduled to work on any of the designated holidays shall be paid the regular straight-time hourly rate for all hours worked plus the paid holiday at the straight-time rate, up to 40 hours.
3. For the purposes of computing overtime, holiday pay will be considered hours worked. Hours in excess of 40 per week will be paid at time and one half.
4. If the holiday falls during an employee's vacation period, the employee shall be entitled to one (1) extra day of vacation to be taken on a date selected by the employee, subject to approval by the department head.
5. The department head has the right to require any employee to work the day of the holiday in order to meet business operations.
6. An employee shall forfeit the right to payment for any holiday if there is an absence without just cause on the working day immediately preceding or following such holiday.
7. Holiday awards will be based on an average work day = average number of hours worked in a two week period divided by ten (10).

Approved this 13 day of February, 1996


Chairman to Board of Supervisors