

Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

April 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 23-04-01

A RESOLUTION TO UPDATE PERSONNEL POLICY 201 – HOLIDAY PAY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,


WHEREAS, the Human Resource Committee has recommended changes to Policy 201 – Holiday Pay to add back in Columbus Day as a Holiday for the Communication & Corrections Officers in the place of a floating holiday as well as to clarify how this time can be used, how the group is paid out for unused holiday time, and how they can accrue extra holiday hours when working on a holiday; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 201 – Holiday Pay of the Buffalo County Handbook effective April 18th, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 18th day of April, 2023.


County Clerk

ATTEST:


County Board Chairperson

Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:



Steven Nelson



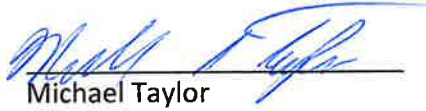
Carol McDonough

yes - teams

Mary Anne McMillan Urell



Nathan Nelson



Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None

Buffalo County Resolution

Exhibit A:

Policy 201 – Holiday Pay

Purpose: To identify employee holidays and establish a consistent procedure for scheduling and payment.

Paid Holidays: The courthouse, except the Law Enforcement Center, will be closed on the following legal holidays observed by the County, and eligible employees will receive eight (8) hours of holiday pay:

- New Year's Day
- The Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- (1) Floating Holiday

Eligibility:

- To be eligible for holiday pay, an employee must be on the active payroll the day before and the day after such said holiday.
- Holidays within any unpaid period of absence, except Worker's Compensation leave, shall be without pay.

Scheduling:

- In the event that a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday; should a holiday fall on a Sunday, the following Monday shall be observed as the holiday.
- For floating holiday usage, the employee must receive supervisor approval and the day must be used as a full day increment equal to (8) hours or as listed below for part-time employees.

Buffalo County Resolution

Holiday Pay for Highway Employees: All non-exempt employees shall receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked on a holiday in addition to their holiday pay.

Holiday Pay for Communication/Corrections Employees:

- Columbus Day will replace the Floating Holiday for these employees.
- Holiday pay for Communication/Corrections employees will be accrued at eight (8) hours per holiday according to the list above. Holidays for this work area will be recognized on the actual day the holiday occurs during the calendar year and not always the day the courthouse observes the holiday. All communications/corrections employees will accrue for eleven (11) holidays per year, for a total of eighty-eight (88) holiday hours. Holiday pay for this work area may be used in 2 hour increments at the beginning of a shift, the end of a shift, or for a full shift. They may take these holidays any time during the year with the approval of the Sheriff or his/her designee. If days cannot be scheduled as time off due to an unreasonable burden to the County, said remaining holiday balance earned but unused before December 31 of that year shall be paid at the hourly rate earned by the employee up to a maximum of 88 hours. This payout shall be paid out to zero on the payroll prior to December 31st annually. In the event of separation, employees who have taken more days than allowable shall have any overpayment deducted from final wages.
- If a Communication/Corrections employee works any of the set 11 holidays, the employee shall have an additional four (4) hours of holiday pay added to their holiday accrual balance. To earn this extra holiday pay, the employee must work a full 12 hour shift. No extra pay will be earned when working less than a 12 hour shift. A maximum of twenty-four (24) hours of holiday pay may be carried over if an employee works Christmas Eve Day and/or Christmas Day, which must be utilized as pay or time off within the first three (3) months of the year.

Holiday Pay for Part-time Employees: Part-time employees shall receive holiday pay up to the number of hours they are normally scheduled to work or it shall be pro-rated based on previous years' hours worked and their current work schedule. This is not to exceed eight (8) hours. This also applies to when a part-time employee elects to use their floating holiday.