

SECTION 1.5.2: COMPENSATION FOR WORKING ON COUNTY HOLIDAYS. Employees in eligible classes required to work on County holidays shall receive the following compensation for such work:

(a) Cash and Compensatory Time.

- (1) Holiday Worked on a Regularly Scheduled Work Day. For working on a holiday on an employee's regularly scheduled day, employees in eligible classes with overtime designator "N" who are designated cash payment for overtime at one and one half (1½) times their hourly rate, or in a class eligible to receive overtime premium compensation, shall earn, for each hour of the holiday worked, compensatory time off equivalent to the number of hours actually worked, but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period. In addition, such employees shall receive cash compensation at one-half time rate for the number of hours compensatory time off was earned. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to Section 1.6.2 Overtime and FLSA/Non-FLSA Compensatory Time.
- (2) Holiday Worked on a Regularly Scheduled Day Off. For working on a designated holiday that falls on an employee's regularly scheduled day off, employees in eligible classes with overtime designator "N" who are designated to receive cash payment for overtime at one and one-half (1½) times their hourly rate, or in a class eligible to receive overtime premium compensation, the employee shall receive cash at the rate of one and one-half (1½) times for all hours worked, not to exceed one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (3) For working on a holiday, those employees in eligible classes with overtime designator "E" shall earn compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.

Eligible Employees. Employees in classes designated AE, CE, CEM, CL, CR, CM, FS, HS, MA, MM, NA, NS, PR, PS, SS, and SW.

(Amended 10/14/16, Ord. No. 10439)

- (b) Compensation for Holidays worked by Supervising Registered Nurses in the Middle Management (MM) Unit only. Compensation for holidays worked for employees in the Supervising Nurse Classes: (4544) Supervising Nurse and (4570) Public Health Nurse Supervisor in the Middle-Management (MM) Unit shall be computed on the basis of time and one-half (1½) cash or CTO for time actually worked in the standard work period. Upon request of the employee and with the approval of the appointing authority, employees may receive compensatory time off for overtime instead of cash compensation up to a limit of 40 hours of compensatory time.

(Amended 11/05/10, Ord. No. 10079)

- (c) Compensation for Holidays Worked for RN Bargaining Unit. For working on a holiday, eligible employees shall be compensated at time-and-one-half times (1½) the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight (8) hours or one-tenth (1/10) the number of regularly scheduled hours in the employee's standard work period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).

- (d) Compensation for Holidays Worked PO and SO Classes.

- (1) Eligible employees coded to receive overtime at time and one half (1½) who are required to work on a day observed by the County as a holiday, shall be compensated at time and one-half (1½) times the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight (8) hours, or one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (2) Eligible employees in classes coded to receive overtime at straight time compensatory time shall be compensated, for each hour worked on a holiday, one (1) hour of compensatory time or cash, not to exceed one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).

- (e) Compensation for Holidays Worked DS Classes. Eligible employees who are required to work on a holiday, shall be compensated at time-and-one-half (1½) times the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight and one-half (8½) hours or one-tenth (1/10) the number of regularly scheduled hours in the employee's standard work period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (f) Compensation for Holidays Worked SM Classes. Eligible employees who are required to work on a day observed by the County as a holiday, shall be compensated at straight time compensatory time for each hour worked on the holiday up to a maximum of eight-and-one-half (8½) hours, or one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period, whichever is less.
- (g) Compensation for Holidays Worked DI, DM Classes.
  - (1) For working a holiday, employees working in a class designated to receive cash payment for overtime at one and one half (1 1/2) times their hourly rate, or in a class eligible to receive overtime premium compensation, shall earn, for each hour of the holiday worked, compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period. In addition, such employees shall receive cash compensation at one-half (1/2) time rate for the number of hours compensatory time off was earned.
  - (2) For working on a holiday, those employees in a class not designated pursuant to subsection (1) above shall earn compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.
- (h) Compensation for Holidays Worked CC and CS Classes. Eligible employees who work on a holiday shall be compensated, for each hour worked on a holiday, one (1) hour of compensatory time, not to exceed one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period.
- (i) Part-Time Employees. Permanent part-time employees compensated holiday time shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in that employee's biweekly pay period during which the holiday occurred.

(j) Such compensation is in addition to the paid holiday compensation provided in Section 5.9.1 (Holidays), if the employee required to work on the County holiday is otherwise eligible for the paid holiday.

(k) Holiday Worked Compensation Summary.

Holiday Worked Compensation Summary									
Union Code	O/T Code	Holiday Falls on: Scheduled Work Day					Holiday Falls on: Regular Day Off		
		Cash 1.5	Cash 0.5/ Non-FLSA 1.0	Non- FLSA 1.5	Cash 1.0	Non- FLSA <sup>(a)</sup> 1.0	Cash 1.5	Cash 1.0	Non- FLSA <sup>(a)</sup> 1.0
		(HWA)	(HWB)	(HWC)	(HWD)	(HWE)	(HWA)	(HWD)	(HWE)
AE, CL, CR, CM, FS, HS, MM PR, PS, SS, SW	N		√				√		
*RN	N	√		√			√		
MM: *Supv Nurses	N	√		√			√		
PO, SO	N	√					√		
DS	N	√					√		
DI, DM	N		√				√		
CE, CEM, MA, NA*, NS	N		√				√		
SM	E					√			√
CEM, MA, MM, PR	E					√			√
CC, CS	X					√			√
AM, AS, CC, CS, DA, EM, MA, NA*, NE, NM, PD, PM, UM	X								

**General Rules:**

- Holiday hours worked are limited to no more than one-tenth (1/10) of the employee's normal biweekly pay period. (Biweekly pay period work schedules may be: 80, 84 or 85. For detail see: 1.6.2(b) (Overtime Designators and Compensation for Overtime)).
- The above summary is in addition to the paid holiday compensation provided in Section 5.9.1 (Holidays) if the employee required to work on the County holiday is otherwise eligible for the paid holiday.

**Notes:**

<sup>(a)</sup> *Non-FLSA Compensatory Time Accrual* is limited to number of hours actually worked, but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.

\* Job Codes/Classifications in this Union Code may have an E, N, or X Overtime Code. You should verify you are using the correct row of information.

(Repealed 01/18/08, Ord. No. 9912)  
(Added 01/18/08, Ord. No. 9912)  
(Amended 01/16/09, Ord. No. 9963)  
(Amended 06/29/12, Ord. No. 10215)  
(Amended 10/14/16, Ord. No. 10439)

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