

Staff Report

Subject: Approval of Amendment to HR SOP 5.01: Holidays

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: March 4, 2025

Item Description: Request to approve an Addition to HR SOP 5.01 Holidays and Excused Absences, Section E. Premium Holiday Pay for Essential Personnel.

Summary Recommendation

After discussing the topic at a BOC Winter Workshop (2024), staff recommends updating HR SOP 5.01. Staff proposes adding the following:

E. PREMIUM HOLIDAY PAY FOR ESSENTIAL PERSONNEL:

1. In recognition of the critical services provided by first responders, law enforcement, and other county personnel required to work during major holidays, the County will give **premium holiday pay** for employees working on the following five significant holidays:
 - **Memorial Day**
 - **Independence Day (Fourth of July)**
 - **Thanksgiving Day**
 - **Christmas Eve**
 - **Christmas Day**
2. Any **eligible employee** who is required to work on these holidays will receive:
 - **Time and a half** (1.5x) their regular hourly rate for all hours worked on the Holiday, in addition to
 - **Standard holiday pay** (8 hours of straight time).
3. This policy applies only to employees who are **scheduled or required to work** on these holidays as part of their essential duties. Employees who are scheduled off will receive standard holiday pay per Section B.
4. Department heads must ensure proper scheduling and payroll reporting for accurate compensation.

Alternatives

- 1) Recommend approval of Addition to HR SOP 5.01 Holidays and Excused Absences, Section E. Premium Holiday Pay for Essential Personnel.
- 2) Disapprove and provide staff with guidance on how to proceed.

Other Alternatives: None

Department Review: County Manager, Finance, and Human Resources.

Funding Source: Potential for a budget amendment.

Attachments:

- 1) Current HR SOP 5.01: Holidays and Excused Absences
- 2) DRAFT HR SOP 5.01: Holidays and Excused Absences with Proposed Addition-
Section E. Premium Holiday Pay for Essential Personnel.