

RESOLUTION 2010-01

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES SUBSECTIONS 11.B, 11.D, 15.C.1, AND 15.H REGARDING LEAVE

WHEREAS, the Tooele County Commission finds it necessary to revise Personnel Polices and Procedures Subsection 11.B, Overtime, and 11.D, Holiday Pay, in the Compensation section as well as Subsection 15.C.1, Holidays, and 15.H, Administrative Leave, in the Leave section.

NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE COUNTY COMMISSION that Personnel Policies and Procedures Subsection 11.B, Overtime, and 11.D, Holiday Pay, in the Compensation section as well as Subsection 15.C.1, Holidays, and 15.H, Administrative Leave, in the Leave section are hereby amended to read as attached hereto, which attachment is, by this reference, made a part hereof.


EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

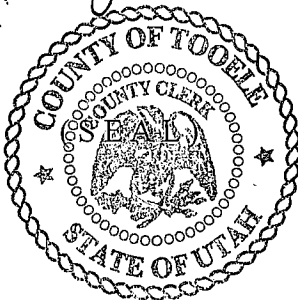
DATED this 2nd day of February 2010.

ATTEST:

TOOELE COUNTY COMMISSION:


Marilyn K. Gillette, Clerk


Colleen S. Johnson, Chairman



Commissioner Johnson voted aye
Commissioner Clegg voted aye
Commissioner Hurst voted aye

APPROVED AS TO FORM:


Doug Hogan
Tooele County Attorney

SECTION 11 COMPENSATION

B. OVERTIME:

1. Accrual of overtime hours is discouraged. If the requirements of a department mandate extra hours worked, the department head shall arrange schedules to avoid overtime pay if possible and give preference to the accrual of compensatory time. Except in the case of an emergency, no department head shall authorize overtime hours which will result in overtime pay without prior approval of the county commission on the approved "Overtime Authorization Form." The Overtime Authorization Form must be signed and submitted to the Auditor's Office. Prior to working overtime, an employee shall obtain specific direction to work from the department head.
 2. Each covered employee shall be paid overtime at one and one-half times the employee's regular rate of pay for each hour worked in a work week in excess of 40 hours. Pursuant to Section 207(k) of the FLSA, overtime for covered sworn law enforcement officers begins to accrue after 84 hours have been worked in the 14-consecutive-day work period.
 3. "Hours worked" includes those hours on the job in productive work effort and jury leave. It does not include annual leave, sick leave, holiday leave, administrative leave, emergency leave, maternity leave, military leave, converted sick leave, or compensatory time off.
 4. Overtime hours shall be recorded on the time card for the pay period in which they are accrued.
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D. HOLIDAY PAY:

1. Sunday shall not be a paid holiday for employees. When a holiday falls on a Saturday, it shall be observed on the preceding work day. When it falls on a Sunday, it shall be observed on the following work day.
2. When an employee works on a holiday, that employee will receive straight time plus time and one-half pay for time worked. However, this paragraph does not apply to the following classes of employees: part-time employees who work less than 20 hours per week and appointed employees, as defined in Section 6 of the Tooele County Personnel Policies and Procedures.
3. Career service half-time and three-quarter-time employees shall be paid for county holidays at the same rate as if they had worked their regular part-time hours.
4. An employee must be in a paid status through the date of the holiday to receive holiday pay.

5. For departments which are required to be open on certain holidays, if an employee does not work on the holiday and the employee has worked a full work week, the department head shall have the option to either (i) grant the employee a day off to compensate the employee for the holiday, or (ii) instead of granting a day off to the employee, pay the employee his/her regular wage for that day off.
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SECTION 15 LEAVE

C. HOLIDAYS:

1. The following days are designated as legal paid county holidays:

New Year's Day	-	January 1
Dr. Martin Luther King Jr. Day	-	Third Monday of January
Presidents' Day	-	Third Monday of February
Memorial Day	-	Last Monday of May
Independence Day	-	July 4
Pioneer Day	-	July 24
Labor Day	-	First Monday of September
Columbus Day	-	Second Monday of October
Veterans' Day	-	November 11
Thanksgiving Day	-	Fourth Thursday of November
Christmas Day	-	December 25

H. ADMINISTRATIVE LEAVE:

1. Full-time or probationary employees may, upon approval of the department head, be granted administrative leave with pay to perform legitimate duties in connection with county business, to attend trade or professional meetings which relate to official duties, or to participate in recognized or authorized training programs.
 - a. Employees may be allowed administrative leave with pay for conducting or participating in trade or professional organizations as follows:
 - (1) Employees serving as organization officers may receive up to five hours administrative leave per month.
 - (2) Employees may attend local employee organization-sponsored meetings or functions during normal working hours, but not to exceed five hours per month.

- b. Administrative leave shall be granted at the discretion of the department head or elected official. Under no circumstances shall the accrual of overtime hours be permitted for such participation.
2. The County Commission may, at its discretion, grant administrative leave with pay to employees.

SECTION 11 COMPENSATION

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1. Accrual of overtime hours is discouraged. If the requirements of a department mandate extra hours worked, the department head shall arrange schedules to avoid overtime pay if possible and give preference to the accrual of compensatory time. Except in the case of an emergency, no department head shall authorize overtime hours which will result in overtime pay without prior approval of the county commission on the approved "Overtime Authorization Form." The Overtime Authorization Form must be signed and submitted to the Auditor's Office. Prior to working overtime, an employee shall obtain specific direction to work from the department head.
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 3. "Hours worked" includes those hours on the job in productive work effort and holiday leave and jury leave. It does not include annual leave, sick leave, holiday leave, administrative leave, emergency leave, maternity leave, military leave, converted sick leave, or compensatory time off.
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3. Career service half-time and three-quarter-time employees shall be paid for county holidays at the same rate as if they had worked their regular part-time hours.
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5. For departments which are required to be open on certain holidays, if an employee does not work on the holiday and the employee has worked a full work week, the department head shall have the option to either (i) grant the employee a day off to compensate the employee for the holiday, or (ii) instead of granting a day off to the employee, pay the employee his/her regular wage for that day off.
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SECTION 15 LEAVE

C. HOLIDAYS:

1. The following days are designated as legal paid county holidays:

New Year's Day	-	January 1
Human Rights <u>Dr. Martin Luther King Jr. Day</u>	-	Third Monday of January
Presidents' Day	-	Third Monday of February
Memorial Day	-	Last Monday of May
Independence Day	-	July 4
Pioneer Day	-	July 24
Labor Day	-	First Monday of September
Columbus Day	-	Second Monday of October
Veterans' Day	-	November 11
Thanksgiving Day	-	Fourth Thursday of November
Fourth Friday of November	-	Day After Thanksgiving
Christmas Day	-	December 25

H. ADMINISTRATIVE LEAVE:

1. Full-time or probationary employees may, upon approval of the department head, be granted administrative leave with pay to perform legitimate duties in connection with county business, to attend trade or professional meetings which relate to official duties, or to participate in recognized or authorized training programs.
2. a. Employees may be allowed administrative leave with pay for conducting or participating in trade or professional organizations as follows:
- a. (1) Employees serving as organization officers may receive up to five hours administrative leave per month.
- b. (2) Employees may attend local employee organization-sponsored meetings or functions during normal working hours, but not to exceed five hours per month.

3- b. Administrative leave shall be granted at the discretion of the department head or elected official. Under no circumstances shall the accrual of overtime hours be permitted for such participation.

2. The County Commission may, at its discretion, grant administrative leave with pay to employees.