



Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: March 8, 2022

Title of Item: Departmental Policy-Highway Department

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Bobbie Danielson	Department: Human Resources
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

This policy is unique to the Highway Department. At times severe weather conditions dictate that two members of the leadership team (FLSA Exempt Highway Maintenance Supervisor and Assistant Highway Maintenance Supervisor) are required to work on holidays and/or days observed as holidays. The supervisors flex their schedules to the greatest extent possible, but are not always able to flex time worked on holidays because they continue to lead the large returning work crew following each weather-related event. This departmental policy is implemented to recognize the additional time "beyond 2 hours" that the Highway Maintenance Supervisor and Assistant are required to work on holidays and/or days observed as holidays due to unforeseen weather-related conditions. This policy does not extend to other days or to other members of the county's leadership team who are typically off work on holidays or who would typically work 2 hours or less on holidays.

When required to work more than 2 hours on holidays or days observed as holidays, the FLSA Exempt positions of Highway Maintenance Supervisor and Assistant Highway Maintenance Supervisor will be paid a stipend equal to double time pay when they work on the calendar day on which a Major Holiday falls. The term "major holiday" is defined to include New Year's Day, Memorial Day, Independence Day, Veterans Day and Christmas Day. They will be paid a stipend equal to time-and-one-half hourly pay for all hours worked on the following (non-major) holidays: Martin Luther King Day, President's Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, the afternoon of Christmas Eve when it falls on a Monday through Thursday (up to 4 hours), or on days that major holidays are observed by policy because the holiday fell on a Saturday or Sunday.

Example: If New Year's Day falls on a Sunday and is observed by policy on Monday, and the supervisor is required to work 5 hours on Sunday and 4 hours on Monday due to snow or other weather-related conditions, he will be paid as follows:
 *8 hours Holiday pay at Regular rate on Monday, the day New Year's Day holiday is observed.
 *3 hours stipend (taxable cash) equal to double time hourly pay on Sunday (actual day of the major holiday). Note, the first 2 hours of work on this date are not paid.
 *2 hours stipend (taxable cash) equal to time-and-one-half hourly pay on Monday (day the holiday is observed). Note, the first 2 hours of work on this date are not paid.

For the purpose of this policy, the employee's hourly pay equivalent will be calculated by dividing their annual salary by 2,080 hours.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approval of above changes to the Highway Department Policy

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No Please Explain: