

Resolution 2021-90
Adopt Kootenai County Personnel Policy Manual Revision

WHEREAS, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016, by Resolution 2016-117 and subsequently adopted revisions thereto on the following dates:

July 18, 2017 – Resolution 2017-68
October 31, 2017 – Resolution 2017-94
July 3, 2018 – Resolution 2018-48
October 29, 2019 – Resolution 2019-90
May 26, 2020 – Resolution 2020-40;
April 6, 2021 – Resolution 2021-38;
July 13, 2021 – Resolution 2021-72;

and,

WHEREAS, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and, explains the benefits Kootenai County offers and provides to its employees; and,

WHEREAS, the Kootenai County Board of Commissioners determined it was necessary to update Policy 312, a policy which sets forth paid holidays for county employees, to add Juneteenth Day as a paid holiday and, based on the needs of the supervising elected official or department head, authorize employees who work on a holiday to receive eight (8) hours of paid Holiday Time off in lieu of Holiday Pay; and,

WHEREAS, with the cooperation and assistance of Sylvia Proud, Director of Kootenai County Human Resources, and Darrin L. Murphey, Kootenai County Civil Deputy Prosecuting Attorney, the proposed revision to Policy 312 – Holidays, a copy of which is attached hereto as Exhibit “A” and incorporated herein, was prepared and presented in a public meeting before the Kootenai County Board of Commissioners on August 24, 2021, and the revised policy, as presented, was unanimously approved by the Kootenai County Board of Commissioners at said public meeting.

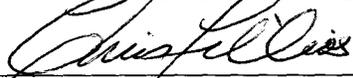
NOW THEREFORE, IT IS HEREBY RESOLVED that the Kootenai County Board of Commissioners does hereby adopt the updated Policy 312 - Holidays as referenced hereinabove and incorporates the same into the Kootenai County Personnel Policy Manual effective September 7, 2021.

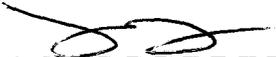
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Duncan, seconded by Commissioner Fillios, the following vote was recorded:

Commissioner Brooks: Excused
Commissioner Duncan: Aye
Chairman Fillios: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 7th day of September, 2021.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

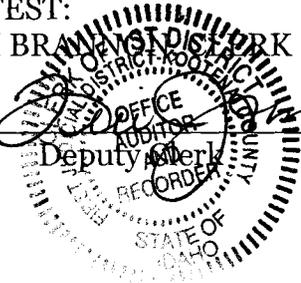

Chris Fillios, Chairman


Leslie Duncan, Commissioner


Bill Brooks, Commissioner

ATTEST:
JIM BRANNAN

By: 



HOLIDAYS (312)

I. PURPOSE

To provide guidelines for management of a competitive paid-time-off benefit for recognized holidays.

II. SCOPE

This policy applies to all full-time, regular employees of Kootenai County.

III. POLICY

A. Employees who have full-time, active status on the observed date of any recognized holiday are eligible for Holiday Pay at time of hire.

B. The following days are recognized as County-paid holidays:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

C. County-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.

D. To be eligible for Holiday Pay, an employee must work their regular schedule prior to and after the holiday, unless the absence is due to paid vacation, paid sick leave, or other approved leave.

E. If a County-paid holiday falls during an employee's scheduled vacation, the holiday shall not be counted as a vacation day taken, and therefore will not be charged against the employee's earned vacation leave.

F. An employee who separates or commences an unpaid leave of absence on the last scheduled workday preceding a holiday will not receive Holiday Pay.

EXHIBIT

A

- G. Regular Pay. Full-time, non-exempt employees who work on an observed holiday shall be compensated at their regular rate of pay for each hour actually worked.
- H. Emergency Work Pay. Full-time, non-exempt employees who work on an observed holiday, for authorized, unscheduled Emergency Work, in lieu of Regular Pay, shall be compensated at the rate of one and one-half (1 ½) hours for each hour actually worked on the holiday.
- For the purposes of this policy, Emergency Work is defined as “work that results from an unforeseen combination of circumstances or the result of those circumstances that calls for immediate action.”
- I. Holiday Pay. Full-time, non-exempt employees shall be compensated for eight (8) hours at the employee’s regular rate of pay (Holiday Pay), regardless of whether the employee works on the holiday or not.
- J. Holiday Time. In lieu of receiving Holiday Pay, at the discretion of the Elected Official or Department Head, all full-time, non-exempt employees who work on the holiday may receive (8) hours of paid time off (Holiday Time), which should be used by the employee within 120 days.
- After pre-approval by the Elected Official or Department Head, an employee desiring to elect to receive Holiday Time must submit their approved request to the Auditor, on a form available through the Payroll Office.
 - Holiday Time shall be used before vacation leave.
 - Holiday Time accruals shall not exceed eighty (80) hours. An employee with eighty (80) hours of Holiday Time shall receive Holiday Pay for any subsequent holiday.
 - Holiday Time shall be forfeited upon the employee’s termination of employment at the County.
- K. An exempt employee required to work on a holiday will be given another day off at a time mutually convenient to the employee and the County, usually within 120 days following the holiday.
- L. Each hour actually worked on a holiday recognized by the County shall be included in the computation of weekly overtime. A paid holiday not worked shall not be credited as a regular workday to compute weekly overtime.

[Back to List of Policies](#)