



MEMORANDUM

Deputy County Administrator for Administration

Date: October 1, 2015

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Tom Burke
Deputy County Administrator

Handwritten signature of Tom Burke in black ink.

Re: Pima County Policy for Holiday Pay

At the September 15, 2015 Board of Supervisors meeting, the Board discussed the treatment of Holiday Pay (at time and a half) under Pima County Personnel Policy 8-102, Premium Pay. At the meeting, staff reported on the practice of premium pay for holidays used by other jurisdictions as shown in the table below.

<u>JURISDICTION</u>	<u>OBSERVED HOLIDAY</u> Non-exempt employees paid time and a half for working observed holiday when actual holiday falls on a weekend	<u>ACTUAL HOLIDAY</u> Non-exempt employees paid time and a half for working actual holiday when it falls on a weekend
City of Chandler	X	
City of Peoria	X	
City of Phoenix		X
City of Sierra Vista	X	
City of Tucson		X
Cochise County	-	-
Department of Public Safety	X	
Graham County	X	
Maricopa County	X	
Pinal County	X	
Town of Oro Valley	X	
Town of Sahuarita		X
<i>Totals</i>	8	3

After the meeting, the Human Resources Department contacted these agencies once again and confirmed the approach used for paying premium pay for holidays, shown on Attachment 1. Most of these jurisdictions pay the premium pay (at one and a half times) to employees who work on the observed holiday. For example, if an employee worked on Friday, July 3rd (the observed holiday) the employee would be paid time and a half, but only regular time for July 4th (the actual holiday). Several of the jurisdictions do just the opposite, by paying time and a half only on the actual holiday and not on the observed holiday. Cochise County pays regular pay on both the observed and actual holidays, but allows officers to take comp time off at other times in lieu of the pay. A copy of the policies of these jurisdictions are included in Attachment 2.

The Pima County Sheriff's Department staff have requested that the policy be changed to authorize the premium pay at time and a half for at least one of the days of a three-day holiday

The Honorable Chair and Members, Pima County Board of Supervisors
Re: **Pima County Policy for Holiday Pay**
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weekend whether the employee works on the observed holiday or on the actual holiday. As I understand the request, non-exempt employees would be paid at time and a half for up to one day for working a holiday weekend whether the day they worked was either the observed holiday, the actual holiday, or both. Currently, such employees receive premium pay only if they work on the observed holiday, the practice of eight of the jurisdictions listed above.

If the Board of Supervisors were to choose to expand the premium pay for holidays to employees who worked on either the observed or the actual holiday, there would be some additional cost associated with the increase in pay. The Finance and Risk Management Department estimates the additional payroll cost to be approximately \$44,500 each time there is a holiday that is observed on a day other than the actual date of the holiday.

Pima County has 10 holidays each year. Six of these holiday are set for a particular day of the week. These holidays, therefore, do not have an "observed" day, but only an actual day. They are:

- Martin Luther King, Jr./Civil Rights Day, third Monday of January
- Lincoln/Washington Presidents' Day, third Monday of February
- Memorial Day, last Monday in May
- Labor Day, first Monday in September
- Thanksgiving, fourth Thursday in November, and
- Thanksgiving Friday, fourth Friday in November

The remaining four holidays are on set dates, January 1st, July 4th, November 11th, and December 25th. On occasion, these dates fall on either a Saturday or Sunday, and the County would observe the holidays on either the Friday before or the Monday after the actual holiday. In any given year, there are usually no more than one or two holidays that fall on a Saturday or Sunday. The next time there will be an actual holiday falling on a Saturday or Sunday will be December 25, 2016.

Based on Finance's estimate of additional payroll costs, a change in the policy to pay non-exempt employees up to one day of time and a half if they work on either an observed holiday or an actual holiday would have a budgetary impact of between \$44,500 and \$89,000 annually. County staff is exploring whether there would be additional costs to modify the ADP software but do not expect any such cost to be significant.

Recommendation:

It is a Board of Supervisors decision whether or not to change the current policy for Holiday Pay, as set forth in Personnel Policy 8-102, Premium Pay. If the Board decides to change the existing policy to authorize payment of up to one day of Holiday Pay to non-exempt employees whether they work on either an observed holiday or an actual holiday, I recommend that the Board direct Human Resources to follow the normal process of making changes to the Merit System Rules and Personnel Policies or to Administrative Procedures, including the process of providing draft changes to appropriate stakeholder groups in order to implement the change.

Attachment

c: The Honorable Christopher Nanos, Pima County Sheriff
C.H. Huckelberry, County Administrator

Law Enforcement Officer Holiday Pay Practices

Jurisdiction	Worked Observed Holiday	Worked Actual Holiday	Comments	Spoke To:	Title	
Maricopa County	8HP + 8HB	8RP		Mary Ellen Sheppard	Director, Human Resources, Maricopa County (Assistant County Manager)	Policy excerpt attached
City of Tucson	8RP	8HP + 8HB		Andy Votava	Compensation Analyst, City of Tucson	Policy 2.01-6 TPOA Article 14
Department of Public Safety	8HP + 8HB	8RP	The 8 hours of HB are added to their vacation	Gerri Catalan	DPS Human Resources/Payroll	Policy excerpt attached
City of Phoenix	8RP	12HP + 8HB		Cathy McIntyre	HR Supervisor, Human Resources Dept.	AR 2.11
Pinal County	8HP + 8HB	8RP	The 8 hours of HB are comp time.	Charla (payroll)	Payroll Dept.	MOU attached (renewed MOU not available)
City of Chandler	8HP + 8HB	8RP		Stacy Finkelstein	Employee Services & HRMS Manager, City of Chandler	Excerpt from MOU attached.
Town of Oro Valley	8HP + 8HB	8RP		Gary Bridget	Human Resources Director, Town of Oro Valley	MOU - Page 8
City of Peoria	12HP + 8HB	8RP	If an officer is scheduled to work, but takes time off on the holiday, they are paid for 10 hours of regular pay.	Stacy Olivier	Human Resources Analyst, City of Peoria	MOU - Art 4
Town of Sahuarita	8RP	12HP + 8HB		Debbie Bice	Human Resources Director, Town of Sahuarita	MOU - Page 2 *
City of Sierra Vista	8HP + 8HB	8RP		Monica Kooi	Human Resources, City of Sierra Vista	Policy attached
Cochise County	8RP	8RP	Holiday hours are placed in a holiday bank and the officers take them throughout the year as they wish. All hours must be used by the end of the year. If an officer works on a holiday, they receive regular pay.	Kelley Jones	Cochise County Human Resources	Policy attached
Graham County	8HP + 8HB	8RP	The 8 hours of HB are added to annual leave.	Cindy Norris-Blake	Human Resources Director, Graham County	Holiday Leave Policy
City of Mesa	8RP	12HP + 8HB		Tina Rogers	Human Resources Analyst, City of Mesa	PD MOU (requested)

Notes: Based on an eight hour work day
 HP = Holiday Pay (worked)
 HB = Holiday Benefit
 RP = Regular Pay (straight time)

MARICOPA COUNTY

There is no separate policy for law enforcement. Our holiday pay is based on our leave policy and below is the excerpt for holiday pay.

VIII. HOLIDAY PAY

Legal Holidays: Legal Holidays to be observed with pay are: New Year's Day; Martin Luther King, Jr./Civil Rights Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veterans' Day; Thanksgiving Day; the Friday after the fourth Thursday in November; and Christmas Day. The Legal Holidays with pay currently observed by County employees may be automatically revised as the result of subsequent legislative changes. When a holiday falls on a Sunday, it will be observed on the following Monday; when a holiday falls on a Saturday, it will be observed on the preceding Friday.

A. Eligibility for Use of Holiday Pay: Classified, unclassified and contract employees who are not required to work on a Legal Holiday shall be compensated for a Legal Holiday as follows:

1. An employee must be in paid status (e.g., time worked, Vacation time, Sick leave or any other paid leave) on his/her scheduled day before and his/her scheduled day after a Legal Holiday in order to receive Holiday Pay.

B. Holiday Pay Rules. The following rules govern pay for Legal Holidays:

1. Neither Vacation time nor Sick Leave will be deducted from an employee's accrued leave balance for a Legal Holiday that falls within a group of days where an employee is using Vacation time or Sick Leave.
2. Employees with regular work schedules of 40 hours per week shall receive eight (8) hours of compensation for a Legal Holiday.
3. Employees working a flexible schedule (e.g., four 10 hour days or a 9/80 schedule) will receive no more than eight (8) hours pay for a Legal Holiday. Subject to their supervisors' discretion, employees working flexible schedules who do not want to be in the workplace on a Legal Holiday have the following options: (1) they may use Vacation time to make up the difference between the eight (8) hours of pay for the holiday and their remaining scheduled hours; or (2) they may adjust their work schedules to make up the time provided that the time is made up within the same work week in which the holiday occurred.

4. Employees with regular work schedules of 20 to 39.99 hours per week shall receive a pro-rated amount for the holiday based on their regular work schedule.
5. Employees with regular work schedules of less than 20 hours per week shall not be eligible for holiday pay.

C. Holiday Pay Rules for Holidays Worked: Classified, Unclassified and Contract Employees who are required by their Appointing Authority to work on a Legal Holiday, regardless of the day of the week on which such Legal Holiday falls, shall be compensated as follows for the Legal Holiday worked:

1. Holiday Pay based on the employee's regular work schedule (see VIII.B.2., above) up to a total of eight (8) hours; and
2. Pay for the hours actually worked. Note: Holiday pay does not count as time worked for the purpose of calculating overtime eligibility (i.e., whether the employee has worked more than 40 hours); alternatively,
3. Holiday Pay based on the employee's regular work schedule, up to a total of eight (8) hours, and equal time off (hour for hour actually worked on the holiday) from the employee's regular schedule within the same pay period in which the Legal Holiday occurs.

From: Portia Lomax - HRX <PLomax@mail.maricopa.gov>
Sent: Wednesday, September 16, 2015 5:24 PM
To: Lisa Creager
Cc: Andrea Constanzer - HRX
Subject: RE: Question - Law Enforcement Survey

There is no separate policy for law enforcement. Our holiday pay is based on our leave policy and below is the excerpt for holiday pay.

VIII. HOLIDAY PAY

Legal Holidays: Legal Holidays to be observed include Martin Luther King, Jr./Civil Rights Day; President's Day; Independence Day; Labor Day; Veterans' Day; Thanksgiving (the fourth Thursday in November); and Christmas. [Additional holidays currently observed by County employees may be added as a result of subsequent legislative changes. When a holiday is observed on the following Monday; when a holiday is observed on the preceding Friday.

A. Eligibility for Use of Holiday Pay: Classified, unclassified employees who are not required to work on a holiday are compensated for a Legal Holiday as follows:

1. An employee must be in paid status (e.g., time worked on leave or any other paid leave) on his/her scheduled work day after a Legal Holiday in order to receive holiday pay.

B. Holiday Pay Rules. The following rules govern pay for

1. Neither Vacation time nor Sick Leave will be deducted from an employee's accrued leave balance for a Legal Holiday that falls on a day where an employee is using Vacation time or Sick Leave.
2. Employees with regular work schedules of 40 hours per week will receive eight (8) hours of compensation for a Legal Holiday.
3. Employees working a flexible schedule (e.g., four-day work schedule) will receive no more than eight (8) hours of compensation for a Legal Holiday. Subject to their supervisors' discretion, employees who do not want to be in the workplace on a Legal Holiday have the following options: (1) they may use Vacation time to make up the eight (8) hours of pay for the holiday and their regular work schedule; or (2) they may adjust their work schedules to make up the eight (8) hours of pay for the holiday and their regular work schedule. The time is made up within the same work week in which the holiday falls.
4. Employees with regular work schedules of 20 to 39.9 hours per week will receive a pro-rated amount for the holiday based on their regular work schedule.
5. Employees with regular work schedules of less than 20 hours per week will not be eligible for holiday pay.

C. Holiday Pay Rules for Holidays Worked: Classified, Employees who are required by their Appointing Authority to work on a Legal Holiday, regardless of the day of the week on which the holiday occurs, shall be compensated as follows for the Legal Holiday worked:

1. Holiday Pay based on the employee's regular work schedule (as defined above) up to a total of eight (8) hours; and
2. Pay for the hours actually worked. Note: Holiday pay shall not be used for the purpose of calculating overtime (employee has worked more than 40 hours); alternative compensation may be used if the employee has worked more than 40 hours; and
3. Holiday Pay based on the employee's regular work schedule (as defined above) up to a total of eight (8) hours, and equal time off (hour for hour) from the employee's regular schedule with which the Legal Holiday occurs.

Portia Lomax

"I am all in!"

Payroll/Employee Records Manager



Maricopa County

Human Resources – *"Your Partner for Success"*

plomax@mail.maricopa.gov

Tel: 602.506.7188

Fax: 602.372.0277

http://www.maricopa.gov/human_resources/

301 W Jefferson, Phoenix, AZ 85003

From: Lisa Creager [mailto:Lisa.Creager@pima.gov]

Sent: Wednesday, September 16, 2015 10:14 AM

To: Portia Lomax - HRX

Cc: Andrea Constanzer - HRX

Subject: RE: Question - Law Enforcement Survey

Portia-

There has been a request for further information on this topic. Is there any chance I can get a copy of the relevant policy as it pertains to the payment of holiday pay to law enforcement?

Thank you!

Lisa

From: Portia Lomax - HRX [<mailto:PLomax@mail.maricopa.gov>]
Sent: Tuesday, September 01, 2015 10:28 AM
To: Lisa Creager; Andrea Constanzer - HRX
Subject: RE: Question - Law Enforcement Survey

All employees are paid holiday pay for the 'observed' holiday. For July 4th, all employees received the holiday benefit on July 3rd. Holiday pay does not count for any special differential etc. If the employee worked on July 3rd he would receive pay for all hours worked for July 3rd plus 8 hours of Holiday pay. If they worked July 4, they would receive pay for all hours worked. Hope this answers your question.

Portia Lomax

"I am all in!"

Payroll/Employee Records Manager



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301 W Jefferson, Phoenix, AZ 85003

From: Lisa Creager [<mailto:Lisa.Creager@pima.gov>]
Sent: Tuesday, September 01, 2015 9:45 AM
To: Andrea Constanzer - HRX; Portia Lomax - HRX
Subject: RE: Question - Law Enforcement Survey

Thank you!! I look forward to "talking" to you Portia!

Thank you,

Lisa

From: Andrea Constanzer - HRX [<mailto:constanzera@mail.maricopa.gov>]
Sent: Tuesday, September 01, 2015 9:44 AM
To: Portia Lomax - HRX
Cc: Lisa Creager
Subject: FW: Question - Law Enforcement Survey

Hi Portia,

Can you assist with Lisa's question below?

Andrea Constanzer, MPA
Compensation Analyst



Maricopa County
Human Resources – "Your Partner for Success"
constanzer@mail.maricopa.gov
Tel: 602.506.4271
Fax: 602.506.7940
http://www.maricopa.gov/human_resources/
301 W Jefferson, Phoenix, AZ 85003

From: Lisa Creager [<mailto:Lisa.Creager@pima.gov>]
Sent: Monday, August 31, 2015 12:00 PM
To: Andrea Constanzer - HRX
Subject: Question - Law Enforcement Survey

Good afternoon Andrea!

I have another question that I am hoping you can help me with....

How are your law enforcement officers paid?

For example, using the July 4th holiday, which was observed on July 3rd....

If an officer worked on July 3rd, how were they paid?

And if the same officer work July 4th?

Thank you!!!

Lisa

Lisa Creager


PIMA COUNTY
Classification and Compensation Analyst
150 W. Congress. 4th floor
Tucson, AZ 85701
Phone: (520) 724-8146

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2014 / 2015 Negotiations – TPOA / City
Tentative Agreement Form

NEW LANGUAGE or CHANGE:

**ARTICLE 14
HOLIDAYS**

1. For the purposes of this Article, holidays shall be observed on the date designated by the City for the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Christmas Day
Cesar Chavez Day	
Independence Day	Employee's Birthday

2. An employee who is required to work on a holiday shall receive an extra day's compensation (eight or ten hours, corresponding to the employee's regular schedule) at their regular hourly rate.

3. When a holiday falls on an employee's regularly scheduled day off, the employee will be granted another day off during the same work week paid holiday pay (eight or ten hours, corresponding to the employee's regular schedule). ~~If another day off cannot be granted, an extra day's compensation shall be paid. Field Services Bureau patrol squad schedules will not be altered to prevent the payment of holiday compensation.~~

4. Employee's may use approved vacation, sick leave or Comp time during a week in which a holiday falls and the appropriate leave bank will be charged for all time taken.

5. Extra compensation for holidays will be paid through the payroll system or the employee may request compensatory time subject to the conditions of earning and use of compensatory time in Article 13 (OVERTIME).

6. An employee not required to work on a holiday may voluntarily work on a holiday with the prior approval of the employee's Division Commander.

Intent or problem to be resolved:

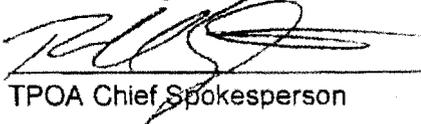
Add Cesar Chavez Holiday to list. Changed Operations Bureau to Field Services Bureau.

Add clarification that holiday pay will be paid on the designated holiday and will not be moved to another day. Employees may take approved vacation, sick leave, or Comp time during the holiday week.

Reworded part ⁵ to remove "cash" and use "payroll" instead.

**Example(s) of how new language/change will be applied
(perhaps as opposed to previous language):**

Tentative Agreement:


TPOA Chief Spokesperson


City Chief Spokesperson

4/27/15
Date

9:10 AM
Time



ADMINISTRATIVE DIRECTIVE

HOLIDAY PAY	NUMBER	PAGE
	2.01-6	1 of 5
	EFFECTIVE DATE	
December 5, 2014		

I. PURPOSE

To identify paid City of Tucson holidays, and outline the eligibility of employees for paid holidays.

II. POLICY

A. The following are days designated by the City of Tucson as paid holidays for actively working employees or employees on paid leave status:

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez Day	The Monday closest to March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Floating Holiday	Any day between January 1 and December 31
Employee Birthday	Commissioned Public Safety Personnel (in lieu of Floating Holiday)

B. Employees actively working or on paid leave status will receive eight (8) hours of holiday pay on designated holidays, except:

1. Permanent part-time employees and part-time appointed, benefit-eligible employees who normally work at least 40 hours per pay period, receive four hours of holiday pay.
2. Twenty-four hour duty Fire personnel receive 12 hours of holiday pay.
3. Employees working Involuntary Alternate Work Schedules.

C. When an actual holiday falls on a Sunday, it will be observed on the following Monday. When an actual holiday falls on a Saturday, it will be observed on the preceding Friday. Commissioned Public Safety personnel, see Section IV (G).

D. Staff normally scheduled to work on a Saturday or Sunday on which a holiday falls will observe that holiday on the actual day of the holiday.



ADMINISTRATIVE DIRECTIVE

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- E. When Mayor and Council declare a special holiday, it will be observed in the same manner as regularly scheduled holidays, as stated in this directive.

III. DEFINITIONS

- A. **Holiday Pay** – Hours paid at the straight time rate, when an employee is off work for the designated holiday.
- B. **Alternate Work Schedules**
1. **Involuntary Alternate Work Schedule** – Mandatory full-time work schedule whereby employee works 80 hours in a pay period in less than 10 days of work (e.g. 4-10 and 9-80 schedules).
 2. **Voluntary Alternate Work Schedule** – An employee's requested and department-approved Alternate Work Schedule, whereby an employee works 80 hours in a pay period in less than 10 days of work (e.g. 4-10 and 9-80 schedules).
- C. **Exempt (Salaried) Employees** – Employees who are not eligible for overtime because they fall into one of the following categories: Executive, Administrative, or Professional (see Overtime Policies Administrative Directive 2.01-2).
- D. **Non-Exempt (Hourly) Employees** – Employees eligible for overtime.

IV. PROCEDURES

- A. **Off Work to Observe a Holiday**
1. Employees receive normal compensation when off work on a designated holiday (see Section II).
 2. Employees must be at work or on paid leave status on the full scheduled day before and full scheduled day after the holiday in order to receive compensation for the holiday. Pay for Donated Leave use does not meet this requirement.
 3. Employees may not use accrued leave on a holiday to gain overtime.
 4. Employees may not flex their schedules in order to gain extra pay during the pay period in which a holiday falls.
 5. Employees working Voluntary Alternate Work Schedules must utilize one of the following methods to make up the hours they would have worked during that week:



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HOLIDAY PAY	NUMBER 2.01-6	PAGE 3 of 5
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- a. Employees working four (4) 10-hour shifts may revert their schedule back to 5-40 for the holiday week; employees working 9-80 schedules may revert their schedule back to 5-40 for the pay period in which the holiday falls, or;
- b. Make up the difference in hours by working, or;
- c. Use paid leave for the hours in excess of the eight (8) hour paid holiday.

B. Working on an Observed Holiday (Excludes Birthday or Floating Holiday)

Non-exempt employees working on a holiday receive pay for the hours they work on that day. Work during the employee's normal hours of work will be paid at the straight time rate, or the employee may be given Compensatory Time at the straight time rate.

C. Non-Permanent Employees

Non-Permanent employees will not be paid if given the day off for the holiday. If such employees work on the holiday, they will be paid at a time-and-a-half rate for the hours worked on the holiday. Non-permanent employees are not entitled to a Floating Holiday.

D. Equivalent Time Off

- 1. Exempt employees who work on the observed holiday may be given equivalent time off during the same pay period. Equivalent time off may be arranged by whole day increments only, not hourly increments.
- 2. Non-exempt employees who work on the observed holiday may be given equivalent time off within the same workweek.

E. Floating/Birthday Holiday

Permanent employees are entitled to one (1) Floating Holiday per year to be used during the current calendar year (January 1 through December 31). If not used, the Floating Holiday will be forfeited and will not carry over to the next calendar year. No additional compensation will be given for an unused Floating Holiday.

Commissioned public safety employees are entitled to a Birthday Holiday in lieu of a Floating Holiday.

F. Birthday Holiday (Commissioned Public Safety Personnel Only)

Supervisors are responsible to see that employees have the opportunity to take off work for their Birthday Holiday. The Birthday Holiday may be taken any day during the



ADMINISTRATIVE DIRECTIVE

HOLIDAY PAY	NUMBER	PAGE
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December 5, 2014		

month in which the birthday falls. If not used, the Birthday Holiday will be forfeited, except:

1. Any employee whose birthday falls during an initial training academy may be paid at the straight time rate or receive Compensatory Time, instead of time off, for their Birthday Holiday.
2. Commissioned public safety employees eligible for overtime will be paid at the straight time rate or receive Compensatory Time for hours worked on the Birthday Holiday.

G. Employees Exempt from Overtime

If an exempt employee works on a holiday, or the holiday falls on their day off, the employee may be given another day off during the same pay period in which the holiday falls. The employee does not receive additional pay. If a day off is not given during the same pay period, the employee receives no holiday benefit, except:

1. Commissioned Public Safety personnel who are exempt from overtime, and are required to work on a holiday, may, at the option of their Chief, receive compensation at the straight time rate.
2. Exempt part-time employees who work on a holiday and are not given another day off for the holiday, will be credited four (4) hours of Holiday Pay during the pay period, allowing a maximum of 80 hours for the pay period.

H. City Court Employees

City Court employees will observe the City holidays listed in Section III. Additionally, on designated non-judicial days in which the court is closed to the public, City Court employees will report to work and conduct administrative business or be on approved leave.

I. Religious Holiday Observation

Departments are required to reasonably accommodate the needs of their employees for a religious holiday. Inquiries regarding reasonable accommodation for religious holidays may be directed to the City Attorney's Office. Employees given leave for this purpose must use paid leave (excluding Sick Leave), or Leave without Pay, if no paid leave is available.



ADMINISTRATIVE DIRECTIVE

HOLIDAY PAY	NUMBER 2.01-6	PAGE 5 of 5
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Appendices None.

References 2.01-2 Overtime Policies

Review Responsibility and Frequency The Human Resources Director will review this directive as needed.

Authorized

A handwritten signature in black ink, appearing to be "D. ...", written over a horizontal line.

City Manager

1-7-15

Date

B. Holiday Leave

1. Accrual

Not applicable. (See *Appendix C* for the Schedule of Paid State and Federal Holidays.)



2. Guidelines

- a. Supervisors will complete a leave schedule annually showing their subordinates' desired holidays off.
- b. Leave credits earned for working a holiday may be used prior to six months of service with supervisory approval.
- c. If a holiday occurs on an employee's regular work day, the employee may be absent with pay for the number of hours scheduled to work, up to a maximum of eight hours. If a four-10 workweek is scheduled, the employee will need to either work the two additional hours for the week or use an approved form of leave.

1-2

Employee Leave and Absence Procedures Handbook
October 1, 2004

- d. An employee required to work on a holiday shall be compensated for the time worked, and the number of hours regularly scheduled to work on that day, up to a maximum of eight hours, will be credited to the annual leave balance.
- e. Employees scheduled to work on a holiday but unable to do so because of illness may request sick leave compensation up to the number of hours regularly scheduled to work that day. A maximum of eight hours will be credited to the annual leave balance.
- f. Up to a maximum of eight hours will be credited to the annual leave balance if an employee is not scheduled to work on a holiday.

3. Requesting Leave

Employees will coordinate holiday leave with their supervisor. A *Request for Leave of Absence* form is not required.

178602

TERMS AND CONDITIONS OF EMPLOYMENT

CITY OF PHOENIX

AND

PHOENIX LAW ENFORCEMENT ASSOCIATION

2014 - 2016

of Phoenix for 36 months or less, will be eligible to receive a long term disability benefit for no more than thirty (30) months.

- B. This benefit will be coordinated with sick leave, industrial insurance payments, social security benefits, unemployment insurance and disability provisions of the retirement plan.

Section 5-5: Holidays and Vacation Leave

A unit member shall be entitled to holiday benefits as set forth in Paragraph 2 of Operations Order No. 3.6, including overtime compensation for hours assigned and worked on a specified holiday in accordance with and subject to Article 3, Section 3-2, Overtime.

- A. The compensation of a unit member who actually works on a day designated as a holiday shall include, in addition to his regular day's pay, additional pay or compensatory time for hours worked up to eight (8) excluding overtime pay.
- B. A unit member who is not scheduled to work on a designated holiday will still be compensated for eight (8) hours pay or compensatory time for each holiday.
- C. Paid holidays shall include:

- New Year's Day
- Martin Luther King, Jr's Birthday
- President's Day
- Caesar Chavez Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Two Personal Leave Days* & **

* After six (6) months of continuous service.

** Personal leave will be a total of 20 hours for all unit members.

Subject to operational and scheduling factors, a unit member's personal leave days shall be taken each calendar year on any day of the unit member's choosing.

As part of the 2014 – 2016 concessions, there will be twelve (12) hours of unpaid holiday in the first year and an additional twenty-four (24) hours of unpaid holiday during the second year. To ensure compliance with Arizona Revised Statute § 38-608, unit members can only select from the following for an unpaid holiday:

Martin Luther King, Jr.'s Birthday; President's Day; Caesar Chavez's Birthday; Memorial Day; Veterans Day; and, the Friday after Thanksgiving. Unit members must make their unpaid holiday selection no later than September 30th of each year.

- D. For a unit member participating in the 4/10 schedule, holiday pay shall be applied as follows:
 - 1. When a designated paid holiday falls on a unit member's scheduled day off, the unit member shall be paid eight (8) hours of holiday pay.
 - 2. When a designated paid holiday falls on a unit member's normally scheduled work day and the unit member is directed to not work that day, the unit member shall be paid for eight (8) hours of holiday pay. The additional two (2) hours necessary to receive ten (10) hours of pay will be deducted at the unit member's discretion as either non-paid time, accumulated vacation or compensatory time. If a unit member has no accumulated vacation or compensatory time, the unit member will receive only eight (8) hours of pay. Alternatively, the unit member may work for two (2) hours on the holiday, paid at straight time, performing tasks at the direction of a supervisor. The compensation of a unit member who actually works on a day designated as a holiday shall include, in addition to his regular day's pay, additional pay or compensatory time for hours worked up to eight (8) hours, excluding overtime pay.
- E. A unit member will continue to receive holiday pay while on industrial leave.
- F. Holidays shall be observed on the calendar days on which they fall for unit members directly involved in providing continuous 24-hour or seven-day service operations.
- G. The City agrees to maintain its present vacation selection procedure and, to every extent practicable, allow a transferred unit member to maintain his previous vacation schedule.
- H. A unit member who works a schedule at full time fifty-two (52) weeks of the year shall be credited with vacation credits for every completed calendar month of paid service according to the following schedule:
 - 1. Through 5 years of service 8 hrs. per month
 - 2. 6th through 10th year of service 10 hrs. per month
 - 3. 11th through 15th year of service 11 hrs. per month
 - 4. 16th through 20th year of service 13 hrs. per month
 - 5. 21st year of service and thereafter 15 hrs. per month
- I. Unit members who have accrued 312 hours or more of vacation, may elect to have one hundred fifty (150) hours of vacation leave paid out at the member's hourly rate in one lump sum or converted into their comp bank.



City of Phoenix

ADMINISTRATIVE REGULATION	A. R. NUMBER
	2.11 Revised
SUBJECT	FUNCTION
	Human Resources and Payroll
	Page 1 of 5
	EFFECTIVE DATE
LEGAL HOLIDAYS AND HOLIDAY PAY	July 1, 2015
	REVIEWED DATE

Summary of Changes

AR 2.11 was last revised in 2014. This AR has been revised to update the formatting and add clarification to Section VII regarding eligibility for the paid holiday on Christmas Eve. Additionally, Section IX, Unpaid Holidays – Temporary Concessions, has been updated for fiscal year 2015-16.

I. PURPOSE

To protect the interest of the City and the employees by regulating holidays, work, and pay for the various classifications of employees, the following rules are hereby established. If any conflict exists between the language of this AR and the language of negotiated Memoranda of Understanding (MOU), the MOU shall prevail.

II. HOLIDAYS

Except those on hourly paid status and as otherwise noted, employees shall be allowed the paid holidays listed below whenever possible without disrupting the various municipal services:

New Year's Day	January 1
Martin Luther King Jr., Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve*	Four hours as scheduled on December 24*
Christmas Day	December 25
Personal Leave Day	(See Section VI)

*Except sworn police officers.

The Christmas Eve holiday is granted only when December 24th falls on the employee's regularly scheduled work day.

To ensure exempt employees receive the benefit of the Christmas Eve holiday, December 24th is considered to be a four-hour work day. If an exempt employee takes less than one-half of this work day off, leave banks will not be charged. If an exempt employee takes the full day off, leave banks will be charged four hours.

III. COMPENSATION FOR WORKING ON HOLIDAY (EXCEPT PUBLIC SAFETY EMPLOYEE RETIREMENT SYSTEM MEMBERS)

Salaried (exempt) employees shall receive no cash payment or compensatory credit when required to work on a holiday, unless authorized by exception.

Hourly (non-exempt) employees shall receive additional compensation at one and one-half times the regular rate of pay for each hour worked on a holiday, to a limit of eight hours worked, in addition to their regular pay for eight hours. An employee may elect to take one and one-half hours of compensatory time for each hour worked on a holiday in lieu of cash payment, provided the applicable compensatory time limit as specified in AR 2.21 is not exceeded. Employees must declare their request for compensatory time prior to actually performing work on the holiday.

Salaried (exempt) Supervisory/Professional employees will be given a substitute holiday when directed to work a full shift on a holiday. Substitute holidays must be taken in full shifts.

Employees who work in a continuous operation in Field Units I, II, III, and Supervisory/Professional (Unit VII) category employees whose regularly-scheduled day off falls on a specified holiday and who is called in to work on such holiday and scheduled day off, shall be compensated as follows: eight hours of pay for the holiday, plus pay at time and one-half times the regular rate for each hour assigned and worked on the holiday, plus compensatory time for each hour assigned and worked, to a maximum of eight hours.

Time worked over eight hours on a holiday shall be paid at the rate fixed in AR 2.21 on overtime.

If their job classification is non-exempt, temporary employees on hourly paid status who are required to work on a recognized holiday shall be paid for time worked, to a limit of eight hours, at the time and one-half rate.

IV. COMPENSATION FOR WORKING ON HOLIDAY (PUBLIC SAFETY EMPLOYEE RETIREMENT SYSTEM)

Members of the Public Safety Retirement System performing work that will not permit time to be taken off on a holiday shall receive additional cash compensation at the regular rate of pay to a limit of eight hours (twelve hours for Fire Department members assigned to a 56-hour schedule) when they are required to work on the holiday, their regular day off falls on a holiday, or they are on paid vacation or on substitute holiday time on a holiday. The classifications of Fire Chief and Battalion Chief, including assignments, shall not receive additional cash compensation. Additional compensation for holidays shall not be made to an employee who is on paid industrial or military leave, except sworn members of the Fire and Police Units who shall receive holiday pay while on paid industrial leave.

V. SUBSTITUTE HOLIDAY

If a full-time hourly (non-exempt) employee's regular day off falls on a holiday to which he is entitled, first consideration shall be given to allowing three consecutive days off; but if this is not feasible, a substitute day off with pay shall be given at straight time on a day designated by the department head. An employee shall not be paid in cash in lieu of a substitute holiday. However, in extraordinary circumstances, the City Manager's Office may approve payment in cash at straight time. A substitute holiday shall not be granted when an employee is on paid industrial leave.

In lieu of the Christmas Eve holiday, hourly Police supervisors will have four hours added to their compensatory time banks and exempt Police supervisors will have four hours added to their vacation banks.

When a holiday named in this regulation falls on a Sunday, it shall be observed on the following Monday. When a holiday named in this regulation falls on a Saturday, it shall be observed on the preceding Friday, except the Library Department, which may observe such holidays on Saturday. This paragraph shall not apply to Christmas Eve, which shall be granted only when it falls on the employee's regularly scheduled work day. In the case of continuous or seven-day operations involving employees in Field Units I, II, III, and Supervisory/Professional (Unit VII), holidays shall be observed only on the calendar days on which they fall. For third shift employees whose shift begins on one day and ends on another day (e.g., 10:00 p.m. on Sunday through 6:00 a.m. on Monday), the holiday will be recognized on the day in which the majority of the shift falls. In the example given above, the holiday would be recognized on Monday because the majority of the shift falls on that day of the week.

A continuous operation is one that requires the staffing of a work unit 24 hours each day, seven days each week. Only employees directly involved in providing the 24-hour, seven-day service shall be designated as "continuous" in administering holiday regulations.

Employees who provide support to this direct service operation or who perform a service that does not require 24-hour, seven-day staffing should not be considered as "continuous," even though they work in the same division or section of the department as those who do.

Because public service needs may be less on major holidays, department heads may change work schedules for the period surrounding the holiday and temporarily designate a smaller group of employees as "continuous." Affected employees shall be notified of such schedule change at least seven days in advance of the change.

Credit for time worked on a holiday shall be given only to those working a scheduled shift which begins during the calendar date observed as a holiday within this AR.

An hourly (non-exempt) employee assigned to a ten-hour work day schedule is required to charge two hours to vacation or compensatory time when taking leave on any holiday, scheduled or floating. The two additional hours may be charged to sick leave in those instances when an employee is on approved sick leave the days before and after a holiday, or has satisfied notification procedures in reporting an inability to work a scheduled shift on a holiday because of illness.

Unit I and Unit II employees whose regularly assigned workweek consists of four (4) ten-hour shifts shall not be required to submit documentation for two (2) hours of paid leave for the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

2011

This shall be a Memorandum of Understanding ("Agreement") by and between two equal negotiating parties ("the Parties"):

1. **Pinal County, Arizona**, as represented by its Board of Supervisors and designees ("the County"); and

2. The **Pinal County Deputies Association** ("PCDA"), representing the interests of the following: Pinal County sworn Deputies and Detention Officers up to and including the rank of Corporal; Adult Detention Officers up to the rank of Corporal, Dispatchers, Evidence Technicians, and Identification Technicians ("the Employee Group").

I. PURPOSE/GENDER

It is the purpose of this Memorandum to continue and maintain harmonious relations, cooperation, and understanding between the County and its employees and to set forth the full and entire understanding the parties reached through good faith meeting and conferring regarding wages, hours, benefits, terms and other conditions of employees covered under this agreement, which understanding the parties intend to jointly submit and recommend for approval and implementation to the Pinal County Board of Supervisors.

Whenever any words used herein are in the masculine, feminine, or neuter, they shall be construed as though they were also used in another gender in all cases where applicable.

II. TERMS OF AGREEMENT

A. This Agreement shall become effective on July 1, 2011 (subject to the approval of the County and the PCDA) and shall remain in effect through June 30, 2014.

and to management personnel. The cost of such duplication and distribution will be borne equally by the Employee Organization and the County.

C. Terms and Conditions

1. This Memorandum constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.

2. The County's rules and regulations, administrative directives, departmental rules and regulations, and work place practices shall govern employee relations unless there is a specific conflict with a memorandum of understanding approved by the Board of Supervisors pursuant to the Meet and Confer Ordinance. Where a specific conflict exists, the memorandum of understanding shall govern.

3. A memorandum of understanding cannot contradict the Meet and Confer Ordinance.

IX. HOLIDAYS

A. In accordance with Pinal County Policy 7.20, all regular full time employees, regardless of assigned schedule, are entitled to 80 hours of annual holiday pay, 8 hours per holiday, on the following designated days:

January 1, "New Year's Day"

Third Monday in January, "Martin Luther King, Jr./Civil Rights Day"

Third Monday in February, "Washington/Lincoln Presidents Day"

Last Monday in May, "Memorial Day"

July 4, "Independence Day"

First Monday in September, "Labor Day"

Second Monday in October, "Columbus Day"

November 11, "Veterans Day"

Fourth Thursday in November, "Thanksgiving Day"

December 25, "Christmas Day"

When any of the holidays listed above falls on a Sunday, the following Monday shall be observed as a holiday; if any such holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

An employee must be in a paid status on the working day immediately preceding the holiday and the working day immediately following the holiday in order to receive pay for the particular holiday. Only employees in fulltime status are eligible to receive time off with pay for a holiday.

Employees working a flexible schedule of more than 8 hours will only be paid 8 hours for each holiday and will be permitted to supplement those hours with accrued vacation or compensatory time, in order to receive a full paycheck.

B. Alternative Work Schedules

If an employee works an Alternative Work Schedule and a holiday falls on an employee's flex-day, the employee will be given another day off during the pay period, usually the day before or the day after the holiday.

C. Employees who work on a holiday

If an employee is required to work on a holiday the employee will be paid for all hours worked. Additionally the employee will receive one hour of compensatory time for each hour worked up to a maximum of 8 hours.

Lisa Creager

From: Stacey.Finkelstein@chandleraz.gov
Sent: Thursday, September 17, 2015 12:11 PM
To: Lisa Creager
Subject: Re: Follow up on Law Enforcement Holiday Pay

Lisa,

I'm not sure if this is what you are looking for but below is the language from the **Chandler Law Enforcement Association (CLEA) MOU** (for Police Officers) that speaks to the holiday. For employees in the Field Operations area, the practice is to pay them for the holiday (they do not give a day off in lieu of the holiday).

C. Compensation or paid time off when not working a Holiday.

- 1) When an observed holiday falls on a scheduled work day, unit members shall receive paid time off equivalent to the number of hours in their regularly scheduled work day.
- 2) When an observed holiday falls on a non-scheduled work day, unit members shall receive paid time off equivalent to the number of hours in their regularly scheduled work day on an alternate day during the pay period. When operational requirements do not permit an alternate day off in lieu of the official holiday, unit members shall receive holiday pay equivalent to the number of hours in their regularly scheduled work day.
- 3) Unit members who are scheduled to work at least 1040 hours per year shall be provided holiday pay or paid time off on an alternative day during the pay period for holidays on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hours.
- 4) The Police Chief has the discretion of requiring unit members to return to a regular schedule of five (5) eight (8)-hour days for the week in which the holiday occurs if it does not affect the unit member's established work period.

D. Compensation or paid time off when working a Holiday.

- 1) When an observed holiday falls on a non-scheduled work day unit members who are called in or required to work on the observed holiday shall receive compensation at one and one-half (1.5) times their rate of pay for each hour worked on a holiday. In addition, unit members shall receive holiday pay equivalent to the number of hours in their regularly scheduled work day, or paid time off equivalent to the number of hours in their regularly scheduled work day on an alternative day during the pay period. Unit members who are scheduled to work at least 1040 hours per year and who work a holiday shall be provided holiday pay or paid time off on an alternative day during the pay period on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hours.
- 2) When an observed holiday falls on a scheduled work day, unit members that work on the observed holiday shall receive holiday pay equivalent to the number of hours in their regularly scheduled work day or paid time off equivalent to the number of hours in their regularly scheduled work day on an alternative day during the pay period.
- 3) When a unit member works on an observed holiday, the Police Chief has the discretion to determine whether the unit member will receive holiday pay or paid time off equivalent to the number of hours in their regularly scheduled work day on an alternative day during the pay period.

Stacey Finkelstein
Employee Services & HRMS Manager
City of Chandler
(480) 782-2356
stacey.finkelstein@chandleraz.gov

* Lisa Creager ---09/16/2015 11:31:31 AM---Good morning Stacey! Do you remember a couple weeks ago I called about holiday pay for the Sheriff's

From: Lisa Creager <Lisa.Creager@pima.gov>
To: "Stacey Finkelstein (Stacey.Finkelstein@chandleraz.gov)" <Stacey.Finkelstein@chandleraz.gov>
Date: 09/16/2015 11:31 AM
Subject: Follow up on Law Enforcement Holiday Pay

Good morning Stacey!

Do you remember a couple weeks ago I called about holiday pay for the Sheriff's Department?

Well, I have been asked to get a copy of the actual policy --just the part relevant to the Sheriff's Dept. Is there any chance you can send that to me?

Thank you!!!

Have a great Wednesday!!

Lisa

Lisa Creager



PIMA COUNTY
Classification and Compensation Analyst
150 W. Congress, 4th floor
Tucson, AZ 85701
Phone: (520) 724-8146



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10.1 ANNUAL LEAVE

A. Eligibility

1. All Town employees, except for temporary and part-time, non-benefited employees (see definition in Policy 2) are eligible to accrue annual leave.
2. All Town employees eligible to accrue annual leave are eligible to use their accrued annual leave after 90 calendar days of employment.

B. Accrual of Annual Leave

1. Eligible employees start accruing annual leave from their date of hire.
2. Part-time benefit eligible employees accrue annual leave at half the rate of full-time employees.
3. Employees who are on any unpaid leave of absence (except for FMLA or Military leave) for an entire pay period (80 hours) will not accrue annual leave.
4. Annual leave accrual is cumulative, up to the maximum number of hours permitted by this policy.

C. Annual Leave Accrual Rates

1. Accrual rates shall be at the rate specified below and are based on years of service and Federal Labor Standards Act (Exempt or Non-Exempt) status:

a. Full-time / Non-Exempt Rate:

Years of Service	Hours Per Pay Period	Approximate Hours Per Year	Maximum hours to be Accrued
1 - 5	3.6923	96	144
6 - 10	5.2308	136	204
11 - 20	6.7692	176	264
20 & over	6.7692	176	300

b. Full-time / Exempt Rate:

Years of Service	Hours Per Pay Period	Approximate Hours Per Year	Maximum hours to be Accrued
1 - 5	5.2308	136	204
6 - 20	6.7692	176	264
20 & over	6.7692	176	300



LEAVES

Effective Date: April 2, 2014

1. Full time employees receive holiday pay at their normal rate of pay for their regular scheduled shift (whether eight or ten hours) in lieu of hours worked.
 2. Part-time benefit eligible employees shall receive holiday pay based upon a proration of their budgeted working hours.
 - a. For example, a part-time benefit eligible employee budgeted to work 20 hours per week would be eligible for four hours of holiday pay on observed holidays.
 3. Employees whose regularly scheduled day-off falls on an observed Town holiday will receive a different day off during that same week as their holiday.
- C. Floating Holiday (Birthday)
1. The employee's floating holiday must be taken during the month in which the employee's actual birthday occurs.
 2. Employees who fail to take the floating holiday during their birth month, forfeit their floating holiday for that year.
 3. An employee may not work on the floating holiday for additional compensation.
- D. Holidays Worked
- If an eligible employee is required to work on an observed holiday, the employee will receive the employee's normal rate of pay for their usual shift, plus holiday pay, plus regular overtime pay if required for any hours actually worked over 40 in that workweek.
- E. Holidays that fall on Saturday or Sunday
1. When an observed holiday falls on a Saturday, the preceding Friday shall be observed.
 2. When an observed holiday falls on a Sunday, the following Monday will be observed.
 3. When Christmas and New Year's Day are observed on a Friday, Christmas Eve day and New Year's Eve day will be observed on the preceding Thursday. When Christmas Eve day and New Year's Eve day fall on a Sunday, Christmas Eve day and New Year's Eve day will be observed on Monday and Christmas Day and New Year's day will be observed on the following Tuesday.

10.7 WORKER'S COMPENSATION

- A. Purpose

MEMORANDUM OF UNDERSTANDING

NOVEMBER 2013 through JUNE 2016

CITY OF PEORIA

AND

PEORIA POLICE OFFICERS ASSOCIATION

COVERING

POLICE OFFICERS UNIT

This Memorandum of Understanding is made and entered into between the City of Peoria, Arizona, hereinafter referred to as "City", and the Peoria City Officers Association, hereinafter, referred to as "Association", under the authority of the City of Peoria Ordinance No. 88-13.

- a. Employees assigned to Shift II, or whose normal scheduled duty shift begins on or after 12:00 hours, and prior to 18:00 hours will receive twenty five cents (\$0.25) per hour shift differential in addition to the normal rate of pay.
 - b. Employees assigned to Shift III, or whose normal scheduled duty shift begins on or after 18:00 hours and prior to 24:00 hours will receive thirty five cents (\$0.35) per hour shift differential in addition to the normal rate of pay.
 - c. Employees who are eligible for premium payments and/or shift differentials will be paid according to the pay formula which entitles the employee to the maximum pay for the activity which yields the premium and/or differential. However, neither premiums nor differentials may be duplicated and employees may not be compensated in multiple, cumulative methods for the same premium or differential.
6. Standby Pay: Employees who are required to be available for emergency call back at times that the employee is not otherwise on duty will be compensated for each stand-by hour at two dollars (\$2.00) per hour.
 7. Retiree Health Savings Account: The City will contribute 3% of current salary for all eligible employees to the City designated Retiree Health Savings Account. The City will contribute \$25 per pay period for all eligible employees to the City designated Retiree Health Savings Account.

Article 4: Holiday Benefits

1. The City agrees to incorporate the following holidays:

New Year's Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Holiday	Fourth Thursday in November
Thanksgiving Holiday	Day after Thanksgiving
Christmas Day	December 25

2. Whenever a holiday falls on a Saturday, it will be observed on the proceeding Friday. Whenever a holiday falls on a Sunday, it will be observed on the following Monday.
3. Whenever a holiday falls on an officer's regularly scheduled 4/10 shift and the officer is required to work the holiday, the officer will be paid 8 hours holiday pay at straight time plus his regular rate of pay of all hours worked.
4. Whenever a holiday falls on an officer's regularly scheduled 4/10 shift but the officer is permitted to take the holiday off, the officer will be paid 10 hours pay at straight time.

5. Without regard to the above sections, all hours worked on a shift that begins between 12:01 a.m. and midnight on the actual calendar holidays (not the designated observed holidays) of New Years Day (January 1), July 4th, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day (December 25) will be paid at 1.5 times the hourly rate. In the event of a shift trade, the employee originally assigned to work the premium holiday will retain premium pay, not the employee filling the shift trade.
6. In addition to the designated holidays above, the employees will receive one (1) day of floating holiday each calendar year which is not cumulative and not carried over from one calendar year (as defined by pay periods) to the next calendar year. The floating holiday will be placed in a floating holiday leave bank. The floating holiday can be used in one-hour increments. The total hourly amount for the leave will be based on the employee's regularly scheduled workday; a total of ten (10) hours per year for employees assigned to work ten (10) hour shifts and a total of eight (8) hours per year for employees assigned to work eight (8) hour shifts. Such leave will not be considered as time worked for purposes of the regularly scheduled work week.

Article 5: Uniform Allowance

The City agrees to provide each police officer with a uniform allowance in accordance with one of two options:

1. OPTION 1:

- a. The City agrees to provide each police officer nine hundred eighty dollar (\$980) per fiscal year to facilitate the purchase and cleaning of required uniforms and equipment..
 - i. One half (\$490) of this allowance will be paid on or about August 1 and one half (\$490) of this allowance will be paid on or about February 1 for reimbursement only of reasonable expenses for cost, maintenance and cleaning of uniforms, clothing and equipment.
 - ii. For new officers assigned after the semi-annual payment, referenced in section "a" above, has been dispersed, the \$490 payment will be prorated but will not be less than \$350.

2. OPTION 2:

- a. The City agrees to provide each police officer one thousand one hundred (\$1,100) per fiscal year to facilitate the purchase and cleaning of required uniforms and equipment in the following manner
 - i. The Association and City agree that, in lieu of receiving a uniform allowance biannually, an employee may elect to receive a line of credit of one thousand one hundred dollars (\$1,100) per fiscal year under an established system to provide authorized uniforms/clothing and duty equipment and to provide for uniform cleaning, maintenance and replacement. Prior to removing any item from the Police equipment reimbursable list, the City will notify the Association president or designee.

3. In consideration of the allowance provided above, all uniformed police officers will provide and maintain their own uniforms in accordance with the City specifications and the Department Policy. Police officers not required to wear uniforms will wear clothing in conformity with City requirements and Department Policy.



APPROVED
Town of Sahuarita
Department of Law
Sahuarita Contract No. CO14-0019

TOWN OF SAHUARITA, ARIZONA
Memorandum of Understanding

SAHUARITA POLICE OFFICERS ASSOCIATION

AND

TOWN OF SAHUARITA

JULY 1, 2014 – JUNE 30, 2016

MAYOR

Duane Blumberg

TOWN COUNCIL MEMBERS

Vice Mayor William Bracco

Kara Egbert

Gil Lusk

Thomas Murphy

Lynne Skelton

Melissa Smith

TOWN MANAGEMENT

L. Kelly Udall, Town Manager

3. **RESERVATION OF RIGHTS.** The Town on its behalf retains and reserves all its rights, power, authority, duty and responsibilities confirmed or invested in it by the laws and Constitution of the State and/or the United States of America and the Town of Sahuarita. The exercise of any such right, power, authority, duty or responsibilities and the adoption of such rules, regulations, policies and as those apply to the Employees represented by the Association, shall be limited only by the terms of this Agreement. In addition, the Association agrees that all of the functions, rights, powers, responsibilities and authority of the Town in regard to the operation of its work and business and the direction of its work force which the Town has not specifically abridged, deleted, granted or modified by the express and specific written provisions of this Agreement are, and shall remain, exclusively those of the Town.
4. **BILINGUAL COMPENSATION.** All certified law enforcement Employees who are certified to meet the Town's "Complex Level Proficiency" requirements for being bilingual (in addition to English) in Spanish and/or American Sign Language, shall receive additional compensation as provided herein. The additional compensation shall be at the rate of one thousand dollars (\$1,000.00) per year, payable in equal bi-weekly installments prorated for each pay period said Employee is employed by the Town.
5. **SPECIAL ASSIGNMENT COMPENSATION.**
 - 5.1. **Certain Special Assignments.** Employees who are assigned to one or more of the following special duties shall receive additional compensation as provided herein: School Resource Officer ("SRO"), Joint Terrorism Task Force Officer ("JTTF"), Gang & Immigration Intelligence Team Enforcement Mission Officer (GIITEM), Drug Enforcement Agency Task Force Officer ("DEA"), Field Training Officer ("FTO"), Canine Officer, Motorcycle Officer, Phlebotomist, Special Weapons and Tactic Team ("SWAT"). The additional compensation shall be at a rate of one thousand dollars (\$1,000.00) per year, per special assignment up to two (2) special assignments, payable in equal biweekly installments prorated for each pay period said Employee is employed by the Town and assigned to one or more of the above special duties.
 - 5.2. **Canine Officer.** In addition to regular and special assignment pay, Employees assigned to Canine Officer Duty shall receive additional compensation for feeding, kenneling, care, and all other off-duty activity related to housing and caring for a canine. The additional compensation shall be at a rate of four thousand nine hundred dollars (\$4,900.00) per year, payable in equal biweekly installments prorated for each pay period said Employee is employed by the Town, assigned as a Canine Officer, and cares for a canine at home.
6. **SHIFT DIFFERENTIAL PAY.** Employees are entitled to "Shift Differential Pay" for work performed between 6:00 P.M. and 6:00 A.M. ("Night-Shift Work"). Shift Differential Pay shall be an additional \$1.00 per hour for actual hours worked during Night Shift Work, so long as the Employee has accrued at least one hour of Night-Shift Work during any 24-hour period.
7. **HOLIDAY PAY.** An Employee who works on a Town recognized legal holiday shall receive pay at one and one half (1.5) their normal hourly wage. This applies to the 24 hours of the actual date of the holiday, not the Town observed day.



Administrative Directive

Responsible Supervisor – Administrative Services	Dept. of Origin Human Resources	Guideline Code ADM-HR-2011-055	No. of Pgs 2
Guidelines Replaced/Revised – HR-2010-008; and all previous		Origination Date – 06/16/2010	
City Manager Approval: On File		Date: 03/01/2011	

Title: Holiday Schedule for Employees

I. Purpose

The City of Sierra Vista's holiday regulations and compensation practices shall be governed and administered through this directive.

II. Definitions

Eligible Employee: all full-time employees including probationary employees and fully benefitted part-time employees who are eligible for paid holidays.

III. Content and Process

A. Paid Holidays. The City of Sierra Vista provides 12 paid holidays for eligible employees as listed below:

1. New Year's Day
2. Dr. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving
9. Day after Thanksgiving
10. Christmas
11. Special Holiday (City Manager designated)
12. Floating Holiday (holiday of employee's choice)

- B. Holiday Compensation Schedule. Eligible employees shall receive compensation according to the following schedule:

40-hour employees	8 hours
56-hour employees	12 hours
30-hour employees	6 hours
20-hour employees	4 hours

- C. Leave of Absence without Pay. Any absence without pay in excess of forty (40) hours in a pay period (56 for 56-hour fire employees) shall not be considered creditable service for payment of holidays during a pay period.
- D. Floating Holiday. New and eligible employees can use the Floating Holiday after one (1) full month of City service.
- E. Weekend Holidays. Holidays that fall on weekends shall be observed on either the preceding Friday or following Monday, with the following exceptions:

Continuous seven-day police and fire operations: Holidays shall be observed on the calendar days on which they fall (only employees providing 24-hour, seven-day service are included).

Other seven-day operations: Holidays shall be observed on the calendar days on which they fall, however based on business necessity the City Manager may designate another day as the observed holiday. Examples: Animal Care Facility, Cove Aquatics Center and Library.

- F. Hours Worked on Holidays. Employees working regularly scheduled hours on a holiday shall receive either paid compensation or straight compensatory leave according to Part II (B) "Holiday Pay Schedule". Holiday compensation or compensatory leave is in addition to their regular salary. Overtime hours worked on a holiday shall be paid at two and one half (2 ½) times their regular wage rate.



COCHISE COUNTY HUMAN RESOURCES POLICY MANUAL

ADOPTED: March 13, 2012

EFFECTIVE: April 1, 2012

REVISED: September 4, 2014

5. Any employee who fails to report to work and is absent for three (3) or more consecutive scheduled work days without pre-authorized leave, shall be on Leave Without Pay and is presumed to have abandoned his/her position and voluntarily resigned.
 - a. The former employee may request reconsideration of the voluntary resignation upon a showing of extenuating circumstances if approved by the County Administrator. If approved, the County Administrator may also authorize use of paid leave in lieu of Leave Without Pay status for the period of the absence.

HOLIDAYS

STATEMENT OF POLICY: The purpose of this policy is to describe the ten (10) paid holidays Cochise County observes and the administration thereof.

SCOPE: This policy applies to all classified, unclassified County employees and appointed Department Directors.

CRITERIA:

1. Regular status, benefits eligible employees shall be allowed time off with pay for all holidays enumerated in A.R.S. § 1-301 and § 11-413. Holiday pay is defined as 8 hours pay per holiday; for regular full-time employees regardless of the number of hours normally worked per day.
 - a. Employees in Leave Without Pay status shall also be eligible to receive Holiday pay.
2. Pursuant to A.R.S. § 38-608, a regular status, full time employee who is required to work on a legal holiday shall be allowed to use their holiday hours in the same period. If the employee works the holiday and does not take the holiday hours off within the same pay period, they shall receive commensurate hours added to their Annual Leave for each legal holiday worked.
 - a. If a Cochise County observed holiday falls on a day during which the employee was scheduled to work more than eight hours, the employee will receive eight hours of holiday pay and non-exempt employees may make up the additional hours by:
 - i. Working the additional hours during that scheduled work week, with approval of the Department Director;
 - ii. Using Annual Leave time;
 - iii. Using Compensatory time;
 - iv. Taking voluntary leave without pay (no PAF or approval required).
3. Holiday pay for regular part time employees regularly scheduled to work twenty (20) hours or more per week but less than forty (40) hours, shall be prorated based on their scheduled part-time hours.

4. Pursuant to A.R.S. § 1-301 and § 11-413, Cochise County offices shall observe the 10 holidays listed below. "Observed" means that County offices shall be closed. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday.

Date Observed	Holiday
January 1st	New Year's Day
Third Monday in January	Civil Rights Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4 th	Independence Day
First Monday in September	Labor Day
November 11 th	Veterans' Day
Last Thursday & Friday in November	Thanksgiving & the day following
December 25 th	Christmas Day

5. Sheriff's Office public safety personnel (Deputies, Detention Officers and Dispatchers) shall be given a Holiday Leave Bank of 80 hours as of the first full pay period of each calendar year. The 80 hours Holiday Leave Bank may be scheduled and taken during the year in the same manner and with the same approval process as is followed for Annual Leave, with supervisor approval. Holiday Leave Bank hours should be used prior to use of accrued Compensatory Time and Annual Leave balances and must be used prior to the end of the calendar year. If, at the conclusion of the last pay period each calendar year (the pay period which includes December 31st), the employee has unused hours in their Holiday Leave Bank, such leave will convert to Annual Leave and be subject to the maximum carryover of two hundred forty (240) hours. Annual Leave accrued in excess of these hours shall be automatically forfeited, unless an exception is granted by the County Administrator for use of excess hours before the end of the first calendar quarter in the following year, as provided for in the Annual Leave section, C.2.

COMPENSATION FOR HOURS WORKED IN ADDITION TO THE REGULAR WORK SCHEDULE

STATEMENT OF POLICY: This policy establishes guidelines to compensate non-exempt employees for work performed in addition to the regular work schedule. Employees covered by the Federal Fair Labor Standards Act, A.R.S. § 23-391, or any other relevant laws, shall be compensated in the manner mandated therein, and in conjunction with the applicable provisions of these policies.

It is the policy of Cochise County to provide Compensatory Time as the primary compensation mechanism for hours worked in excess of the hours normally scheduled, in lieu of Paid Overtime, as described below.



**HOLIDAY LEAVE POLICY
FOR SHERIFF'S DEPT. AND OTHER PERSONNEL
ASSIGNED TO WORK ON HOLIDAYS**

EFFECTIVE DATE: MAY 7, 2012

PURPOSE

The purpose of this policy is to compensate Classified Non-Exempt (from FLSA) Employees that may be scheduled to work on holidays and/or employees that may be working overtime during weeks in which a holiday occurs.

POLICY

In order to minimize the accrual of overtime, employees will generally be given eight hours of annual leave in order to compensate for having to work on a holiday.

The following rules also apply to employees that not only may be scheduled to work on a holiday, but may also accrue overtime during a holiday week:

Scenario #1: Employee works 40 hours during a holiday week and may or may not work on the actual Holiday.

Compensation: The employee is paid for 40 hours and also accrues eight hours of annual leave. There is no additional compensation for working the actual holiday.

Scenario #2: Employee works 32 hours during a week in which there is a holiday and may or may not work on the actual Holiday.

Compensation: The employee is paid for 40 hours, but does not accrue any additional annual leave. There is no additional compensation for working the actual holiday.

Scenario #3: Employee works 36 hours during a holiday week and may or may not work on the actual day of the Holiday.

Compensation: The employee is paid for 40 hours and also accrues four hours of annual leave, or the supervisor may direct payroll to compensate the employee an additional four hours of straight time (i.e., 44 hours total pay) in lieu of accruing the four hours of leave. There is no additional compensation for working the actual holiday, and there is no overtime.

Scenario #4: Employee works 45 hours during a holiday week and may or may not work on the actual day of the Holiday.

Compensation: The employee is paid for 40 hours of straight time, five hours of overtime and also accrues eight hours of annual leave.

THANKSGIVING: Special Considerations for the week of Thanksgiving in which there are two holidays:

Scenario #5: Employee works 40 hours during a week in which there are two holidays (i.e., Thanksgiving) and may or may not work on the actual Holidays.

Compensation: The employee is paid for 40 hours and also accrues sixteen hours of annual leave. There is no additional compensation for working the actual holiday.

Scenario #6: Employee works 24 hours during a week in which there are two holidays and may or may not work on the actual Holidays.

Compensation: The employee is paid for 40 hours, but does not accrue any additional annual leave. There is no additional compensation for working the actual holidays.

Scenario #7: Employee works 32 hours during a week in which there are two holidays and may or may not work on the actual Holidays.

Compensation: The employee is paid for 40 hours, and also accrues eight hours of annual leave. There is no additional compensation for working the actual holidays.

Scenario #8: Employee works 44 hours during a week in which there are two holidays and may or may not work on the actual Holidays.

Compensation: The employee is paid for 40 hours of straight time, four hours of overtime and also accrues sixteen hours of annual leave.

OTHER CONSIDERATIONS:

Since there is no additional compensation for working the actual holidays, supervisors should schedule their staff so that everyone has a chance to get some of the actual holidays off.

Supervisors should attempt to schedule their staff for less than 40 hours during weeks in which there is a holiday, in order to minimize the additional accrual of annual leave.

There is no FLSA requirement to offer additional compensation or annual leave for holidays, it is simply an additional benefit the County offers. Also, once holiday compensation is accrued as annual leave, it is not differentiated from routine annual leave accruals and is subject to the maximum calendar year carryover limit of 240 hours. Therefore, both employees and supervisors are responsible to plan and arrange their schedules in a way that allows employees to take their annual leave in a timely manner that prevents the forfeiture of accrued leave.

Actual moe
Requested

Lisa Creager

From: Tina Rogers <Tina.Rogers@MesaAZ.gov>
Sent: Thursday, September 03, 2015 9:32 AM
To: Lisa Creager
Subject: Holiday Pay

Hi Lisa,

Per the PD MOU, Police Officers and Police Sergeants are paid holidays as defined below:

Holidays

A. Unit members will receive 10 hours of pay at their effective hourly rate for the following holidays:

1. New Year's Day
2. Martin Luther King Jr./Civil Rights Day
3. President's Day
4. Memorial Day
5. July 4th (2015 and 2016)
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

B. The holiday will be paid separately in the pay period the holiday occurs.

C. Holiday premium will be based on the effective hourly rate of the unit member's current schedule.

D. A holiday premium of one and one-half (1½) times the employee's effective hourly rate of pay will be paid for time worked on a holiday.

E. Unit members required to work on a holiday may not flex the holiday time to another day.

F. Unit members are considered to be essential personnel for holidays; therefore they are paid for actual holidays. Unless they are in an assignment that is required (mission critical) to be staffed on a holiday, unit members will not report to work unless required by their chain of command. A list of assignments will be maintained by the Chief's Office.

Tina Rogers, PHR.

Human Resources Analyst – City of Mesa
PO Box 1466



MEMORANDUM OF UNDERSTANDING

CITY OF MESA

AND

MESA POLICE ASSOCIATION

July 1, 2014 – June 30, 2017

ARTICLE 5: BENEFITS

Employee Benefits Task Force

With approval of the Police Chief, the Certified Employee Organization shall choose one unit member to be assigned to the City of Mesa Employee Benefits Task Force to voice input regarding all employee benefits not covered by this Memorandum. The assigned unit member will be released from duty with pay to participate in Employee Benefits Task Force meetings.

Post-Employment Health Care

This plan is being developed. Upon a 30 (thirty) day notification, the City will begin making a deduction of \$25.00 per pay period for unit members hired after January 1, 2009. The City will contribute \$12.50 per pay period to the same account. Contributions will NOT be made by the employee or the City during the extra pay period in three paycheck months.

Holidays

- A. Unit members will receive 10 hours of pay at their effective hourly rate for the following holidays:
1. New Year's Day
 2. Martin Luther King Jr./Civil Rights Day
 3. President's Day
 4. Memorial Day
 5. July 4th (2015 and 2016)
 6. Labor Day
 7. Veteran's Day
 8. Thanksgiving Day
 9. Day after Thanksgiving
 10. Christmas Day
- B. The holiday will be paid separately in the pay period the holiday occurs.
- C. Holiday premium will be based on the effective hourly rate of the unit member's current schedule.
- D. A holiday premium of one and one-half (1½) times the employee's effective hourly rate of pay will be paid for time worked on a holiday.
- E. Unit members required to work on a holiday may not flex the holiday time to another day.
- F. Unit members are considered to be essential personnel for holidays; therefore they are paid for actual holidays. Unless they are in an assignment that is required (mission critical) to be staffed on a holiday, unit members will not report to work unless required by their chain of command. A list of assignments will be maintained by the Chief's Office.