



Staff Report

for the Administrative Practices Committee Meeting of February 2, 2021

TO: Administrative Practice Committee
FROM: Jana Kolakowski, Human Resources Manager
DATE: January 25, 2021
SUBJECT: Update to District Policy 2030 - Holidays

HUMAN RESOURCES

RECOMMENDATION:

Review and discuss a change to the proposed Holidays policy, and advance a recommendation to the Board of Directors as appropriate.

BACKGROUND:

The Holidays Policy needs to be updated to reflect the flexibility needed to celebrate an observed District holiday (one that occurs on a weekend) on a day that ensures it is in the year it occurs. This is a rare occurrence. Human Resources discovered the need for this clarification in preparing its annual holiday calendar for 2021. Specifically, New Year's Day, a District holiday, will occur on Saturday, January 1, 2022.

If the current policy were to be followed, the observance would be Friday, December 31, 2021. However, this would add an additional 8-hour holiday to the 2021 calendar and subtract one 8-hour holiday from the 2022 calendar. If not adjusted, NID would exceed holiday hours as defined in the attached Policy 2030.1. This adjustment to Policy 2030 will account for flexibility when this event occurs.

This item is in alignment with Goal No. 1, Proactive Management of Our Physical, Financial, and Human Resources of the District's Strategic Plan.

BUDGETARY IMPACT:

None

JK

Attachments: (2)

- Board Policy 2030 Holidays (red-lined)
- Draft Resolution 2021-XX – Updates to Administrative Policy 2030 - Holidays

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 Regular employees will receive a maximum annual allowance of 104 holiday hours.

2030.2 Regular and probationary employees will receive the following observed holidays off with pay at a rate of eight (8) hours per holiday:

New Year's Day	Columbus Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

The above holidays shall fall on the days specified in State or Federal law of order.

2030.3 Regular and probationary employees will receive an additional sixteen (16) hours of floating holiday pay per calendar year:

2030.3.1 Holiday time will consist of an eight (8) hour day. Work schedules at the time the holidays identified in Section 2030.2 above will require the use of floating holiday to make up the balance in the event of alternate schedules.

2030.3.2 If not used or needed for purposes of Section 2030.3.1 above the remaining eight (8) hours may be used in minimum increments of one (1) hour at the employee's discretion with prior approval of their Department Manager.

2030.3.3 Unused holiday hours will not be paid upon separation from the District nor will they be carried over from calendar year to calendar year.

2030.4 Part-time employees shall be eligible for paid District-observed holidays and floating holiday hours which will coincide with the number of work hours scheduled. Upon completion of the probationary period, regular part-time employees shall be eligible for any unused annual floating holiday hours.

2030.5 Definition of Actual Holidays: Any of the above holidays that fall on a workday in the basic workweek, or the true calendar date.

2030.6 Definition of Observed Holidays: Generally, when any of the above holidays fall on a Sunday, the Monday following will be observed as a holiday. When any of the above holidays fall on a Saturday, the Friday preceding shall be observed as a holiday. An observed holiday will be observed in the year that it occurs.

2030.7 Holiday Work: Employees may be required to work on holidays that fall on their workdays, in which event any such employee shall, in addition to the holiday pay, be compensated at the overtime rate of pay for all time worked on such days, or have the day added to the vacation time.

If any of the above holidays fall on a Saturday or Sunday (Observed Holiday in effect) and on a regular workday for the employee, the Actual Holiday will be treated as a holiday worked. If the employee works both the Observed Holiday and the Actual Holiday they are only entitled to treat one of those days as a Holiday Worked.

2030.8 Weekday Holidays and Days Off: When any of the above holidays fall during the period of Monday through Friday, but the day which the holiday occurs upon is a non-workday of an employee, that employee shall be compensated at the straight time rate of pay for that day, or have the Holiday (8 hours) added to vacation time.

2030.9 Holiday Hours Converted to Vacation Time: Any holiday hours converted to vacation time will be counted as holiday hours received for purposes of the maximum annual allowance of 104 hours.

Adopted: June 25, 2014 via Resolution No. 2014-10

Revised: January 25, 2021 via Resoluiton _____



RESOLUTION NO. 2021-XX
OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATE TO ADMINISTRATIVE POLICY
2030 - HOLIDAYS**

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, flexibility is needed to celebrate an observed District holiday occurring on a weekend to ensure it is observed in the year it occurs.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy updates as attached and shall be incorporated herein:

#2030 – Holidays

BE IT FURTHER RESOLVED, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the ____ day of _____, 2021 by the following vote:

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAINS: Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors