

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 7/22/2021	PREPARED BY: Carlee Nave
Meeting Date Requested: 8/3/2021	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: Juneteenth Holiday	
<p>FISCAL IMPACT: Adding an additional holiday for the year carries both a direct (time and a half pay for employees who work on the holiday) fiscal impact, and an indirect impact (lost productivity). The annual direct impact is estimated to be \$9,918 and the lost productivity estimate is \$37,430 (1,059 hours) for current expense (\$15,533 and 503 hours for non-current expense).</p> <p>Adding a floating holiday for 2021 does not carry a direct fiscal impact but carries the same lost productivity impact as above.</p>	
<p>BACKGROUND: SHB1016, signed into law on May 13, 2021, made June 19 (Juneteenth) a legal holiday in the State of Washington. The effective date of the bill is July 25, 2021, so the first observance of Juneteenth as a State holiday will be June 19, 2022.</p> <p>The attached Holiday Policy update was prepared to reflect the new holiday for 2022. There are a couple of other minor administrative updates to the policy, including the addition of Christmas Holiday dates through 2025.</p> <p>On June 17, 2021, President Biden signed into law a bill recognizing Juneteenth as a federal holiday to be observed on June 18, 2021. This uncharacteristically quick action at the federal level created a lot of confusion for some Franklin County employees as a few of our contracts contain language automatically adopting new holidays. Labor representatives from the County and the union acknowledged that it was not operationally feasible to shut down County services with less than a day's notice to observe a new holiday, and we agreed to bargain the impact of additional holiday for 2021.</p> <p>Representatives have reached a tentative agreement for an additional floating holiday in lieu of the Juneteenth holiday for 2021. The holiday will be available for use upon Board signature, subject to all existing floating holiday rules, before December 31, 2021. The attached Memorandums of Agreement (MOA) reflect this tentative agreement.</p> <p>In the interest of equity, the Board also has the option of expanding this benefit to other floating holiday eligible groups. We have prepared a resolution to adopt the updated Holiday Policy and grant an additional floating holiday for 2021 to all groups who receive holiday pay (all groups except Elected Officials, Corrections bargaining unit, and non-benefits eligible employees).</p>	

RECOMMENDATION:

Recommend approval of the resolutions and all MOAs as presented.

COORDINATION: HR began working on the new Holiday Policy as soon as SHB1016 was signed into law. Once the action at the federal level occurred, C Nave, HR Director, worked with K Johnson, County Administrator, and AFSCME representative, S Pinkerton, to negotiate the impact of the new holiday for 2021. The policy was sent to Elected Officials and Department Heads for review/comment, along with a summary of the tentative agreement reached with the union. Two responses were received: M Killian, Franklin County Clerk, and D Braaten, Planning and Building Director, both responded with no changes requested. The MOAs have been signed by the union representative and union leadership for each unit. R Ramírez-Hernández, Accounting Assistant III, calculated the fiscal impact estimates. F Jenny, Senior Deputy Prosecuting Attorney, completed legal review of the policy update and the union MOAs and has approved them as to form.

ATTACHMENTS: (Documents you are submitting to the Board)

1. Holiday Policy Resolution
2. Holiday Policy
3. Courthouse MOA Resolution
4. Courthouse MOA
5. Roads MOA Resolution
6. Roads MOA
7. Appraisers MOA Resolution
8. Appraisers MOA

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

n/a – HR will distribute

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

UPDATING FRANKLIN COUNTY HOLIDAY POLICY

WHEREAS, Washington State Substitute House Bill 1016 established June 19 (Juneteenth) as a state holiday, effective July 25, 2021; and

WHEREAS, on June 17, 2021, the President signed a bill establishing Juneteenth as a federal holiday; and

WHEREAS, June 19, 2021 fell on a Saturday so the federal holiday was to be observed on June 18 for 2021; and

WHEREAS, the short notice of the addition of Juneteenth as a federal holiday did not give the County adequate time to contemplate adding the holiday to the list of County observed holidays prior to observance of Juneteenth for 2021; and

WHEREAS, the Board desires to add Juneteenth as a holiday in Franklin County as reflected in updated Holiday Policy; and

WHEREAS, the Board desires to provide eligible County employees with an additional floating holiday in lieu of Juneteenth for 2021 *only*; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners does hereby adopt the attached Franklin County Holiday Policy.

AND, BE IT FURTHER RESOLVED the Franklin County Board of Commissioners does hereby grant all floating holiday eligible employees who were employed on June 18, 2021 one additional floating holiday to be used by December 31, 2021.

APPROVED this 3 day of August, 2021.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board



FRANKLIN COUNTY HOLIDAY POLICY

I. RECOGNIZED HOLIDAYS. Holidays observed by the County are:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veterans' Day	November 11
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Friday immediately following 4 th Thursday in November
Christmas Day	December 25
Christmas Holiday	1 st or 2 nd day before <i>or</i> 1 st or 2 nd day after Christmas
Floating Holiday	

II. ELIGIBILITY.

- a. Regular employees are eligible for holiday pay beginning on the date of hire.
- b. Employees must work the regular work day before and the regular work day after the recognized holiday, unless the employee is on approved leave and applying County leave bank hours for said leave.
- c. Employees on leave without pay are not eligible to receive holiday pay while they are on leave.
- d. Temporary employees are not eligible for holiday pay.

III. SCHEDULE.

- a. Christmas Holidays are scheduled as follows:
 - i. December 24, 2021
 1. For employees whose regular work week is Monday-Friday, the Christmas Holiday will be December 23, 2021
 - ii. December 24, 2022
 1. For employees whose regular work week is Monday-Friday, the Christmas Holiday will be December 23, 2022
 - iii. December 26, 2023
 - iv. December 24, 2024
 - v. December 26, 2025

- b. Floating holidays are to be scheduled off with elected official/department head approval and are to be used or lost in the year earned.
 - i. The floating holiday is one regular work day for the employee and must be taken as a full day. Hours shall not be separated out for use over more than one day.
- c. When a recognized holiday falls on a Saturday, for employees not regularly scheduled to work on Saturday, the preceding Friday shall be the holiday or an alternative day off as determined by the elected official/department head.
- d. When a recognized holiday falls on a Sunday, for employees not regularly scheduled to work on Sunday, the following Monday shall be the holiday or an alternative day off as determined by the elected official/department head.
- e. If a holiday falls on an employee's scheduled day off, the employee can be given an alternate day off.
- f. By mutual agreement, compensatory time may be granted in lieu of holiday pay on a one to one basis, for eligible non-exempt employees.

IV. COMPUTATION OF PAYMENT.

- a. Employees will receive one day of pay, based on their scheduled work day, for the holiday.
- b. An employee on County paid leave when a holiday occurs will be granted holiday pay for the day rather than charged from their leave bank.
- c. At no time will an employee be cashed out for any holiday at separation of employment, including the floating holiday.

V. WORK PERFORMED ON A RECOGNIZED HOLIDAY.

- a. Work performed on a recognized holiday, by non-exempt employees, shall be compensated at one and one-half times the employee's regular hourly rate of pay for hours worked, in addition to holiday pay.
- b. Exempt employees required to work on a recognized holiday may be granted alternative time off, subject to elected official/department head approval.

VI. UNPAID HOLIDAYS FOR FAITH OR CONSCIENCE.

- a. Washington State law allows employees up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- b. A partial day off will count as a full day toward an employee's yearly allotment of two days.
- c. Time off under this section must be requested off in the normal course at least two weeks in advance.
- d. Unused days do not carry over to subsequent years.

VII. REPEALER. As of the date of approval of this Holiday Policy by the Franklin County Board of Commissioners, any and all prior holiday policies are hereby repealed and superseded by this Holiday Policy.