

**BEFORE THE BOARD OF COLUMBIA COUNTY COMMISSIONERS**

**RESOLUTION 2023-14**

**IN THE MATTER OF ESTABLISHING A HOLIDAY COMPENSATION POLICY  
FOR COLUMBIA COUNTY PUBLIC SAFETY COMMUNICATIONS**

**WHEREAS**, In the matter of Establishing a Holiday Compensation Policy for Columbia County Public Safety Communications.

**WHEREAS**, the Board of County Commissioners have determined it is in the best interest of Columbia County to have a separate holiday compensation policy for Columbia County Public Safety Communications to establish a fair and equitable solution for those employee's schedule to work during recognized county holidays.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that in Columbia County Board of Commissioners do hereby adopt the attached Holiday Compensation Policy; and,

**BE IT FURTHER REOLVED** that this policy shall supersede any and all previous versions of a holiday compensation policy relating to employees of Columbia County Public Safety Communications.

**BE IT FURTHER RESOLVED** by the Board of Columbia County Commissioners that Exhibit "A" which shall be referred to as the Columbia County Public Safety Communications Holiday Compensation Policy shall be effective as of May 1, 2023.

**PASSED AND ADOPTED** by the Columbia County Board of Commissioners, State of Washington, this 1<sup>st</sup> day of ~~February~~, 2023.

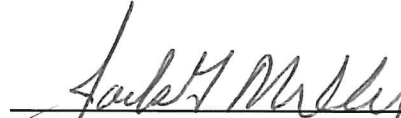
*May*

**BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Ryan R. Rundell, Chairman

  
\_\_\_\_\_  
Marty J. Hall, Commissioner

Attest:   
\_\_\_\_\_  
Virginia Schmidt  
Clerk of the Board

  
\_\_\_\_\_  
Jack G. Miller, Commissioner



Columbia County Public Safety Communications Holiday Compensation Policy  
Exhibit “A”

**Officially Recognized Holiday**

New Year’s Day  
Martin Luther King’s Day  
President’s Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran’s Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Day

**Official Day Observed**

January 1<sup>st</sup>  
Third Monday in January  
Third Monday in February  
Last Monday in May  
June 19th  
July 4th  
First Monday in September  
November 11th  
Fourth Thursday in November  
The day immediately following Thanksgiving  
December 25th

Regular, full-time employees in administrative positions shall be entitled to take all officially observed holidays at full pay, not to exceed eight (8) hours for any one (1) day.

Example:

*John works Monday through Friday 8am to 5pm. Independence Day (July 4th) falls on a Thursday. John will not report to work on Thursday and is paid his regular salary.*

Regular full time or salaried employees, whose normal day off falls on an officially recognized holiday, shall be compensated for eight (8) hours at straight-time pay. \*Non-benefited, part-time employees will not be compensated.

Example:

*John does not have to work Independence day (July 4th). John’s normal work schedule is Monday, Tuesday and Wednesday. He is scheduled to work 12 hours each day. Independence Day (July 4th) falls on Thursday, Johns regular day off. John would receive 8 hours of holiday pay at straight time for Independence Day.*

Regular full-time, part-time, or salaried employees required to work on an officially recognized holiday will receive holiday pay at straight time as well as time-and-a-half pay, for any hours actually worked (to include all hours worked during the shift they started on the officially recognized holiday). \*Non-benefited part-time employees shall be entitled to the same benefit.

Example:

*John has to work on Independence Day (July 4th). He works for 14 hours. He will receive 14 hours pay at straight time and 14 hours of time-and-a half.*

Holiday benefits do not count as hours worked for purposes of determining whether an employee is entitled to overtime compensation. An employee must actually work 40 hours in a week before he/she is eligible for overtime. Paid time off (holidays, vacations, sick leave, etc.) is not considered time worked.

**Sick Leave During Holidays**

Paid holidays shall not be considered as part of any period of sick leave, unless the employee is scheduled to work on that holiday.