

D. Holidays

Grand County provides the following paid holidays:

1. The first day of January – New Years Day
2. The third Monday of January – Human Rights Day
3. The third Monday of February – Presidents Day
4. The last Monday of May – Memorial Day
5. The 4th of July – Independence Day
6. The 24th of July – Pioneer Day
7. The first Monday of September – Labor Day
8. The 11th of November – Veteran's Day
9. The fourth Thursday and Friday of November – Thanksgiving Holidays
10. The twenty-fourth and twenty-fifth of December –Christmas Holidays

Part-time employees generally have these days off, but are not paid for the holiday when not required to work. The Grand County Council, at their option, may alter or make substitutions to the holiday schedule. Generally, when a scheduled holiday falls on a Sunday, the following Monday will be observed as the holiday. In the event that the holiday falls on a Saturday, the prior Friday will be considered the holiday.

Definition:

Holiday Pay – Eight hours of regular straight-time pay for a day not worked that is designated as a County holiday.

- Full-time employees (other than Public Safety, Dispatch, Road or Maintenance employees) who are required to work on a holiday will receive another day off in lieu of the scheduled holiday. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as is practical.
- Public Safety, Dispatch, Road and Maintenance employees will receive 2.5 times regular pay when required to work on a holiday.
- If a full time employee's day off falls on a holiday the employee shall be entitled to receive a day off with regular pay. Days off in lieu of holidays falling on an employees days off may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as practical. Full-time Public Safety, Dispatch, Road or Maintenance employees who because of department scheduling are not able to take a day off in lieu of a holiday falling on a scheduled day off, shall be paid eight (8) hours of pay at the regular rate.
- Should a holiday occur while an employee is on vacation, the employee will not be charged with vacation on the day of the holiday.
- Employees may use vacation time or compensatory time off for the workday prior or after the holiday only when approved by their supervisor. The supervisor shall only grant the use of vacation time or compensatory time to employees prior or after the holiday so long as the department can remain operational. This criteria does not apply to departments that only have one (1) employee.
- If a non-exempt employee is working a schedule that consists of more than eight (8) hour days, the difference between the eight (8) hours holiday pay and the regular shift shall be made up during the work week or will be taken from compensatory or vacation time to equal the forty (40) hour work week. For example: An employee works four (4) days at ten (10) hours per day, Monday through Thursday. If the holiday is on Monday, the employee would receive Monday off and be paid eight (8) hours of holiday pay and use two (2) hours from accrued compensatory or vacation time to reach the regularly worked ten (10) hour day/ forty (40) hour week.
- Certain departments such as the Library, Sandflats, OSTA, and Grand Center may have special holiday hours so that the facility may be open for the public to enjoy on the holiday. The department director shall

determine if there are enough employees who voluntarily elect to sign-up to work that day. Employees that volunteer to sign-up and work on a holiday shall be compensated at their regular straight time rate and shall receive another day off in lieu of the holiday worked. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as practical. If there is insufficient staff that sign-up to work on the holiday the facility will be closed.

- Holiday pay is not considered hours worked in the computation of overtime.
- Employees shall not receive more than ninety-six (96) hours total holiday pay for the year.

I. On-Call (Duty) / Call-Out (Duty)

Grand County recognizes that it may be necessary for various departments to require employees to be available on an on-call basis. It is the County's general policy that on-call assignments should be for public safety and emergency purposes and kept to a minimum.

Definitions:

On-Call (Duty) Non-exempt employees who are required by their supervisor to respond to a cell phone, pager, radio or landline phone to be reached, while not at work, within a specified period of time are on-call. On-call duty is necessary to deal with after-hour situations and emergencies as the department requires. Typically, on-call duty is scheduled with the employee in advance and when scheduled to be on-call the employee will be ready, willing and able to work according to Grand County policy and procedure.

Call-Out (Duty) Non-exempt employees who have been assigned to on-call duty or who have worked a regular usual shift and are called back to the work site for duty by their supervisor have been called-out to duty. For the purposes of this policy call-out duty shall have the same meaning as called-out duty.

On-Call Duty

- Non-exempt employees of departments may be designated to be on-call for after hours emergencies. These employees will be on-call as scheduled by their supervisor. During the time employees are on-call they will be required to be available by cell phone, pager, radio or landline phone and must remain within a 30 minute response time to their department. Sheriff's Office employees scheduled to be on-call must be available and respond immediately when called-out to duty. On-call employees will receive compensation of one (1) extra hour of straight time rate for each day they are on call. Hours in on-call status are not included for determining hours worked for overtime eligibility (with the exception of hours for which the employee is called-back).
- Emergency Medical Response (EMS) volunteers and employees are required to be on-call in 12 hour shifts. EMS volunteers and employees must be available by cell phone, pager, radio or landline phone and must remain within a five (5) minute response time to the EMS Department during the 12 hour on-call shift. EMS volunteers and employees will receive 1 hour of straight time rate for every 12 hour shift they are on-call.

Call-Out Duty

- Non-exempt employees, with the exception of EMS volunteers and employees, called to work outside their regular shift while on-call shall receive their on-call pay plus two (2) hours minimum call-out pay at the rate of one and one-half (1.5) times their straight-time rate. An employee, with the exception of EMS volunteers and employees, who is not on-call and is called-out to provide additional assistance to on-call employees for an after-hour emergency, shall be paid on the basis of two (2) hours minimum call-out pay at the rate of one and one-half (1.5) times their straight time rate.
- If an EMS employee is called-out, in addition to on-call pay the employee or volunteer will receive one (1) hour minimum call-out pay at their straight time rate.

Extensions of an employee's regular shift contiguous to the employee's normal shift do not fall under this policy and will be compensated under normal County policy. Compensation shall not be paid twice for the same hours, nor shall the same hours be used twice in the computation of overtime.