

AGENDA ITEM 17

Consider correcting action taken on March 4, 2003 agenda item #31 in regards to amending the Budget Order for payroll clarifications.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To correct the action taken on March 4, 2003 agenda item #31 in regards to amending the Budget Order for payroll clarifications by changing the effective date for the addendum to May 23, 2003.

Vote: **5 - 0**

< Attachment >

**ADDENDUM APPROVED: MARCH 4, 2003
EFFECTIVE: MAY 9, 2003**

PAYROLL DEFINITIONS

7. "Part-time employees, >=20" includes all employees who are scheduled to work greater than 20 hours per week but less than 40 hours per week. The elected official or other department head must identify all such employees to the Human Resources Department to assure that their compensation and benefits will be properly calculated and paid.
8. "Part-time employees, >=30" includes all employees who are scheduled to work greater than 30 hours per week but less than 40 hours per week. The elected official or other department head must identify all such employees to the Human Resources Department to assure that their compensation and benefits will be properly calculated and paid.
9. "Part-time employees, <20" includes all employees who are scheduled to work less than 20 hours per week (this definition includes seasonal staff).
10. "Full-time employees", includes all employees whose positions have been established and authorized by the annual approved county budget filed with the county clerk.

OVERTIME POLICY**2. Provisions only applicable to employees not subject to the plan.**

- b. In the event that a nonexempt employee not subject to the plan is required or requested to work outside his or her normal working hours or on a county holiday, the employee shall be entitled to compensatory time at the rate of time-and-a-half, but only to the extent that hours actually worked exceed 40 in a week or 85 (as the case may be) during the work period.

Examples 7 and 8 are omitted.

HOLIDAYS

4. Only full time, 40 hour per week employees, are entitled to full holiday pay. Those employees defined as being PT>=20 hours and PT>=30 hours are entitled to holiday pay at half the rate of a full time employee. Those employees defined as PT<20 (this includes seasonal staff) are not entitled to holiday pay.