



Memo

To: Board of Directors
From: Josselyn Quine
Date: March 4, 2026
Subject: Resolution No. 513, Updating District Personnel Manual

The District currently observes 9 of the 11 Federal holidays. Juneteenth is on June 19th commemorating the end of slavery and Indigenous Peoples' Day, previously known as Columbus Day, is the second Monday in October citing the last harm to Indigenous tribes.

It is recommended that the Board consider adding Juneteenth and Indigenous Peoples' Day to the District's holiday calendar for 2026 and annually thereafter. The financial impact to the District would be \$6,022.40 per day, which is the current rate of staff wages per day.

A copy of the Holiday Schedule from our District Personnel Manual is attached (Exhibit "A") for review by the Board. The Board can choose to add both holidays, neither, or one or the other.

UPDATE:

Introducing a Flex Day to our Personnel Manual opens the District to risk and confusion.

Termination- Is employee receiving remaining balance paid out if terminated? California labor commissioner takes the enforcement position that these types of holidays are like vacation and must be paid out upon termination, but Labor Code section 227.3 does not apply to public agencies.

Accrual – Can an employee roll over any remaining balance to the new year? Opens the District to liability.

Proration – Do we prorate the 8 hours based on when they are hired?

Usage – Request in writing and approval by General Manager or designee.

Payouts – Can an employee cash out their 8 hours for monies rather than time, like PTO?

After reviewing the sample policy, having discussions with staff, and a conversation with Bradley Neufeld, it is staff recommendation to add the two recommended holidays and eliminate the Flex Day option.

Exhibit A

Paydays

Employees will be paid on every other Wednesday for work performed during the two preceding workweeks ending on the Friday before the payday. If the normal payday falls on a holiday, payment will be made on the preceding workday. If a payday is to occur when an employee is on vacation or another type of leave, payment will be held unless other arrangements are made.

All non-exempt and regular full-time, regular part-time, part-time and temporary employees shall be paid at a designated hourly rate.

Holidays

The following paid holidays are granted to District employees:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Christmas Floating Holiday

When a holiday falls on a Saturday, the previous Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Should a holiday fall during a scheduled vacation, one day shall not be deducted from PTO days. To receive payment for a holiday, an employee must work his or her regular work schedule on the day before and after the holiday unless the employee is off work due to a pre-approved PTO day or otherwise excused by Management. Regular part-time employees will receive pro-rated holiday pay.

One floating holiday is allowed each year. The floating holiday is to be used during the Christmas Holiday season and the actual date of the holiday will be established by the General Manager or his designee. The scheduling of the holiday is subject to the needs of the District.

Compensation

I. Salary Grades and Ranges

Each job position is assigned a salary grade and each salary grade is assigned a minimum (A) and maximum (E) step within the salary grade. Longevity steps L1, L2, L3 and L4 are added to each salary range effective July 31, 2016. Each salary grade may include one or more salary ranges. Advancement between ranges within a grade are described below.

II. Compensation at Hiring

A. New Employees

All newly hired employees shall be paid at the first step and range of the salary grade for the position to which the employee is appointed except as provided elsewhere herein.

B. Advanced Step Hiring

If the General Manager finds that qualified applicants cannot be successfully recruited at the first step and range of the salary grade, he/she may request the Board of Directors to authorize an appointment at an advanced step and/or range of the salary grade. Whenever advanced step hiring is approved an employee being paid at a lower salary step in the same range may be advanced to the step at which the new employee is appointed.

III. Step Advancement Within Salary Range

Paydays

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- Flex Day

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Flex Time

I. Flex Time:

Flex time off with pay is made available in lieu of Juneteenth in the interest of the District for personal time off for recreation, health, family affairs, and well-being of the employees, subject to approval by the employee's supervisor/department head and/or the General Manager or his/her designee.

II. Approval

Flex time periods shall be requested in writing and taken with the approval of the General Manager or his/her designee at such times as will not impair the work schedule or efficiency of the District.

III. Earned Flex Time

Employees of the District shall earn flex time leave each January 1st in the amount of 8 hours. Any employee hired after January 1st will receive the full 8 hours upon hire. Any time not used by December 31st of the same year will be forfeited.

IV. Termination

Upon separation from the District, employees shall not be paid a cash lump sum for flex time.

V. Flex Time as Sick Leave

If an employee has exhausted his/her paid sick leave, he/she may be permitted to use any remaining flex time upon the approval of the General Manager or his/her designee.

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