



## ***Memo***

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To: Board of Directors  
From: Josselyn Quine  
Date: February 18, 2026  
Subject: Resolution No. 513, Updating District Personnel Manual

The District currently observes 9 of the 11 Federal holidays. Juneteenth is on June 19<sup>th</sup> commemorating the end of slavery. 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 for each holiday, 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.

# 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