





TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** October 27, 2022

RE: *Approve and Authorize the Extension of the Same Adjusted Work Schedule Pay Benefit to Non-bargaining Unit Eligible Employees that Bargaining Unit Eligible Employees Already Receive*

PETITION #06-23

That the Southern Nevada District Board of Health *approves and authorizes the Southern Nevada Health District to extension of the same adjusted work schedule pay benefit to non-bargaining unit eligible employees that the bargaining unit eligible employees already receive.*

PETITIONERS:

Sherhonda Brathwaite, *Director of Human Resources* 
Fermin Leguen, MD, MPH, *District Health Officer* 

DISCUSSION:

Pursuant to agreement with the SEIU Local 1107 representatives and management, the Health District offers an increase to holiday pay hours for bargaining unit eligible employees on an approved adjusted work schedule. The Health District would like to extend the same financial changes to non-bargaining unit eligible employees.

In accordance with Personnel Code 55, holiday pay accrues for non-bargaining unit employees at the rate of eight (8) hours per holiday. Currently, non-bargaining unit eligible employees who work on an approved Alternative Work Schedule (AWS) in excess of eight (8) hours per shift are charged the appropriate number of vacation hours for each holiday that occurs on a scheduled workday. For example, a non-bargaining unit eligible employee working a four-ten (4/10) schedule is charged two (2) hours of vacation time for each holiday to assure a paid 40-hour work week.

The change includes eliminating the need to charge non-bargaining unit eligible employees for hours in excess of eight (8) hours during a holiday pay period.

The Health District Personnel Code 55 to be amended as follows:

55 Holidays

~~55.1—The District observes the following paid eight (8) hour holidays:~~

The following holidays shall be paid legal holidays for all non-bargaining unit eligible employees of SNHD:

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Floating Holiday

The District will observe as a holiday any day that the District is required by state law to close for a legal holiday.

55.2 If any holiday listed above falls upon a Sunday, the Monday following shall be observed as a legal holiday. If any holiday listed above falls upon a Saturday, the Friday preceding shall be observed as a legal holiday. ~~If an employee's scheduled day off falls on a paid holiday, the employee will receive an additional eight (8) hour workday off in that work week as their paid holiday.~~ Employees working a schedule other than Monday through Friday, when a holiday falls during the employee's weekend, the employee shall receive holiday bank leave of four (4) eight (8), nine (9), or ten (10) hours, based on the employee's work shift.

~~55.3 Employees on an approved adjusted work schedule (AWS) with shifts in excess of eight hours will be charged with the appropriate number of vacation hours for each holiday that occurs on a scheduled work day that the employee does not work. (Example—an employee working 4/10's will be charged two (2) hours of vacation time for each holiday in order to assure a paid 40-hour work week.)~~

55.3 Non-bargaining unit eligible employees classified as overtime exempt who are required to

work at least four (4) hours on a designated holiday will be entitled to earn holiday bank hours equal to the time an employee works in excess of four (4) hours. Holiday leave will accrue to a holiday leave balance for use before the end of the last pay period in June following the holiday. On the day following the end of the last pay period in June, all holiday leave for the preceding year must be used, with the exception of Memorial Day.

~~55.4 Employees shall be entitled to one (1) floating holiday per calendar year which will be credited January 1st of each calendar year. Use of the floating holiday must be scheduled in advance in accordance with leave policies. Floating holidays must be used within the calendar year in which the holiday is earned. Eligibility for the floating holiday begins after completion of ninety (90) consecutive days of employment.~~

55.4 Non-bargaining unit eligible employees shall be entitled to one (1) four (4), eight (8), nine (9), or ten (10) hours, based on an employee's work shift, Floating Holiday annually, which will be credited January 1st. Said holiday must be scheduled in advance by the employee with their supervisor and must be taken during the calendar year in which it is earned.

~~55.5 Employees working nineteen (19) hours or less per week will not be compensated for holidays on which they do not work. When required to work on holidays, these employees will be compensated at their regular rate. Employees working twenty (20) hours or more shall have holiday time prorated on a paid basis based on their normal weekly scheduled hours.~~

~~55.6 Any employee scheduled to work or called back on a holiday will be paid holiday in addition to overtime or compensatory time earned in pursuant to Section 49: Overtime.~~

55.5 The pay for each holiday shall be equal to the non-bargaining unit employee's work shift four (4), eight (8), nine (9), or ten (10) hours at the employee's regular straight-time hourly rate. A non-bargaining unit employee working a schedule where their scheduled day off falls on a paid holiday, the employee shall receive holiday bank leave equal to the employee's normal workday of four (4), eight (8), nine (9), or ten (10) hours based on employee's work shift schedule. Holiday leave will accrue to a holiday leave balance for use before the end of the last pay period in June following the holiday. On the day following the end of the last pay period in June, all holiday leave for the preceding year must be used, with the exception of Memorial Day.

55.6 Non-bargaining unit eligible employees working a normal schedule of eight (8) hours shall be provided the opportunity to work with their supervisor or manager to flex to ten (10) hour work schedule four (4) weeks prior to the holiday to be paid accordingly.

55.7 Any accrued holiday bank hours will be paid upon termination of employment.

55.8 This applies to all non-bargaining unit eligible employees including non-bargaining unit eligible part-time employees.

FUNDING:

Holiday pay differential is included in the Fiscal Year 2023 Budget.