

VALENCIA COUNTY BOARD OF COUNTY COMMISSIONERS RESOLUTION NO. 2018-04

ESTABLISHING EMPLOYEE WORK HOURS & PAID HOLIDAYS FOR 2018

WHEREAS, The Valencia County Commission met upon notice of a Re-Organizational Business Meeting duly published on January 3, 2018 at 3:00 P.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031; and,

WHEREAS, New Mexico Constitution Article XX Section 19 provides that "[e]ight hours shall constitute a day's work in all cases of employment by and on behalf of the state or any county or municipality thereof;" and,

WHEREAS, the Board declares that a paid holiday is up to eight (8) hours paid compensation for time off in recognition of each designated holiday;" and,

WHEREAS, Section 10. 1 of the Valencia County Personnel Policy provides that "[t]he Board shall approve holidays at their discretion during the last meeting of December or the first meeting in January of each year, for the calendar year;" and,

WHEREAS, The Board of County Commissioners will establish regular employee working hours and paid holidays as follows:

WORKING HOURS:

Monday through Friday - 8:00 A.M. - 5:00 P.M. - five (5) days a week, with two (15) minute breaks every (4) hours, and one (1) hour for lunch break (Days and times for offices that require staggered shifts, part-time, emergency or personnel employed through grants, including the County Road Department, Sheriff's Department, Detention, Animal Control & Fire/Emergency Services may vary according to need and as approved by the Elected Official/ Department Head and the County Manager).

HOLIDAYS:

The Commission will follow the State Personnel Employee Calendar of holidays and amendments are to be made only by the Board of County Commissioners.

HOLIDAY New Year's Day Memorial Day Independence Day Labor Day Columbus Day Veteran's Day (observed) Thanksgiving Day Presidents Day (observed) Martin Luther King Jr.'s Birthday (observed) Christmas Day

New Year's Day (Next Calendar Year)

Monday, January 1, 2018
Monday, May 28, 2018
Wednesday, July 4, 2018
Monday, September 3, 2018
Monday, October 8, 2018
Monday, November 12, 2018
Thursday, November 22, 2018
Friday, November 23, 2018
Monday, December 24, 2018
Tuesday, December 25, 2018
Tuesday, January 1, 2019

NOW, THEREFORE, BE IT RESOLVED, that the Valencia County Commissioners approve the above working hours and paid holidays.

APPROVED, ADOPTED, AND PASSED on this 3rd day of January, 2018.

BOARD OF COUNTY COMMISSIONERS

Helen Y. Cole

Complissioner, District I

David Carlberg

Commissioner, District II

David A. Hyder

Commissioner, District III

Charles D. Eaton

Commissioner, District IV

Jhonathan Aragon

Commissioner, District V

Attest:

Peggy Carabajal, County Clerk



2018 VALENCIA COUNTY CALENDAR

BOARD OF COUNTY COMMISSIONERS

444 LUNA AVENUE ◊ P.O. BOX 1119 ◊ LOS LUNAS, NEW MEXICO 87031 OFFICE: 505.866 2014 ◊ FAX: 505.866.3355 ◊ website: www.co.valencia.nm.us

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