

COLUMBUS DAY

Columbus Day, Monday, October 10, 2005, is a holiday for employees covered by the CSEA Agreement. Since the College is scheduled to be open, some employees may be needed to staff departments.

In accordance with the Agreement, payment for working a holiday shall be as follows:

1. When a 35 hour per week employee is required to work on a stipulated County holiday, a day shall be added to the employee's vacation bank.
2. When a 40 hour per week employee is required to work on a County holiday, he/she shall receive holiday pay plus time and one-half or compensatory time off at the rate of time and one-half (at the option of the employee) for the hours worked on such holiday, in accordance with Article 38 of the agreement.
3. Security personnel will be expected to work regular shifts if scheduled to work on holidays. Security personnel who are required to work, and also those who have the day off, will be compensated an extra day's pay at the end of the academic year for a total of thirteen days pay, provided such employee was employed for the entire year. No additional compensatory time will be granted for holidays worked or not worked.

Working a holiday involves an adjustment of accruals or additional payment per the Agreement. To insure proper compensation please follow these procedures.

TIMESHEET REPORTING: Fill in the Hours Worked column as well as the Holiday Hours column. A COMPENSATORY/OVERTIME REPORT form will accompany the TIMESHEET to justify payment/adjustment of accruals. (The overtime report form is on Payroll's online forms)

TIMECLOCK REPORTING: Follow your usual method of reporting OVERTIME.

