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City Member

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Michael Dacquisto
City Member



Larry Russell
Public Member

Katharine Ann Campbell
Public Member Alternate

Joe Chimenti
County Member

George Williamson
Executive Officer

Fred Ryness
Special District Alternate

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 8.b.

Meeting Date: August 4, 2022

From: George Williamson, Executive Officer and Kathy Bull, Office Manager

Subject: Policy and Procedures Update – Chapter 2 – General Operations and Administration - 4.4.2 Holiday

Background

Shasta LAFCO established and adopted written Policies and Procedures March 1, 2001 pursuant to Section 56300(a) of the Cortese-Know-Hertzberg Local Government Reorganization Act of 2000.

Chapters 1, and 2 of the Policies and Procedures were revised, presented and approved by the Commission on April 6, 2017. On October 5, 2017 Chapters 3 and 4 were revised, presented and approved by the Commission. Chapters 5 and 6 were merged, revised; Chapters 7, 8 and 9 eliminated, presented, and approved by the Commission on December 7, 2017.

Discussion

To keep the Policies and Procedures current, Chapter 2 – General Operations and Administration 4.4.2 Holiday (Page 26) is agendized to incorporate Juneteenth as an update to the holiday schedule.

In June 2021, Congress passed The Juneteenth National Independence Day Act, then the Senate passed the bill with unanimous consent followed by the U.S. President signing the bill into law. Staff is proposing the Commission approve adding Juneteenth to the list of recognized holidays for Shasta LAFCO. This approval will allow staff to have the office closed in accordance with the new law.

Recommendation

Approve and adopt the revised Policies and Procedures via Resolution 2022-14 or provide direction to staff.

Attachment: Policy and Procedures, Chapter 2 – General Operations and Administration 4.4.2 Holiday (Page 26)
Resolution 2022-14

Upon separation from Shasta LAFCO employment, an employee is eligible to be paid for accrued, unused PTO days up to a maximum of 160 hours at 100% of the employee's hourly salary.

Executive Officer Exemption: The Executive Officer may receive benefits or accrual rates that differ, as determined by contract, that supersede application of this section.

4.4.2 Holiday

Overview: The intent is to provide paid time off for eligible employees for holidays.

Policy: Holiday time off with pay is granted to all regular full-time employees and regular part-time employees (prorated) for days designated by the Shasta LAFCO on an annual basis. Unless otherwise stated by the Commission, the holidays shall be:

New Year's Day	Martin Luther King, Jr. Day
Lincoln's Birthday	Washington's Birthday
Memorial Day	<u>Juneteenth</u>
Independence Day	Labor Day
Veterans Day	Thanksgiving Day & day following
December 24 th & 25 th	

4.4.3 Pregnancy Leave

Eligibility: In accordance with applicable law and this policy, female employees are eligible for a leave of absence and/or transfer on account of pregnancy, regardless of length of service with Shasta LAFCO. Shasta LAFCO will abide by State and Federal Family Medical Leave Acts.

4.4.4 Other Time Off

Overview: This policy applies to all regular full-time and regular part-time employees of Shasta LAFCO. The intent of this policy is to outline other types of paid and unpaid time off available to eligible employees.

Bereavement Leave: In the event of a death in the immediate family, three consecutive days of paid bereavement leave will be provided to all regular full-time and regular part-time employees of Shasta LAFCO.

Immediate family is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; the employee's domestic partner. Special consideration will also be given to any other person whose association with the employee is similar to any of the above relationships.

**SHASTA LOCAL AGENCY FORMATION COMMISSION
RESOLUTION 2022-14**

**RESOLUTION OF THE SHASTA LOCAL AGENCY FORMATION COMMISSION
UPDATING POLICIES AND PROCEDURES ADOPTED PURSUANT TO THE
CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT**

WHEREAS, this Commission, having adopted and established written Policies and Procedures on March 1, 2001 pursuant to Chapter 1, Part 2, Section 56300(a) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and,

WHEREAS, this Commission, having last approved a revised written Policies and Procedures in September 2011; and,

WHEREAS, this Commission, having approved revised portions of the written Policies and Procedures on April 6, 2017; October 5, 2017 and December 7, 2017; and,

WHEREAS, this Commission, having approved on February 1, 2018 revisions to Chapters 1, 2, 3 and 4 of the Policies and Procedures, Chapters 5 and 6 were merged together and revised, Chapters 7, 8, 9 were eliminated, and Table of Contents was updated to reflect the changes completed; and,

WHEREAS, this Commission, having considered a proposed revision of the Policies and Procedures in its entirety;

NOW, THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

Chapters 1, 2, 3 and 4 of the Policies and Procedures have been revised. Chapters 5 and 6 have been merged together and revised. Chapters 7, 8, 9 have been eliminated. Table of Contents have been updated to reflect the changes completed.

THE FOREGOING RESOLUTION was passed and duly adopted at a regular meeting of the Shasta LAFCO Commission on the 4th day of August, 2022, and adopted by the following votes:

AYES:
NOES:
ABSTAINS:
ABSENT:

Dated: _____

Irwin Fust, Chairman
Shasta Local Agency Formation Commission

Attest:

Dated: _____

Kathy Bull, LAFCO Manager
Shasta Local Agency Formation Commission