

**FORT BEND COUNTY    FY 2009  
AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

**Date Submitted:**    November 6, 2009

**Submitted By:** Kent Edwards

**Department:** Human Resources

**Court Agenda Date:** November 17, 2009

**Phone Number:** 281-341-8631

**SUMMARY OF ITEM:** Take all appropriate action on changes to the Employee Information Manual as follows:

**Section 507: Holidays**

<b>RENEWAL AGREEMENT/APPOINTMENT</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>REVIEWED BY COUNTY ATTORNEY'S OFFICE:</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

**List Supporting Documents Attached:** *Memo to court*

**FINANCIAL SUMMARY:**

**BUDGETED ITEM:**    YES    ☐                      NO    ☐

<b>FUNDNG SOURCE:</b> Accounting Unit:	<b>Account Number:</b>
Activity (If Applicable):	

**DESCRIPTION OF LAWSOM ACCOUNT:** \_\_\_\_\_

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

**Original Form** Submitted with back up to County Judge's Office x (✓ when completed)

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

x	Auditor	(281-341-3774)	x	Comm. Pct. 1	(281-342-0587)
x	Budget Officer	(281-344-3954)	x	Comm. Pct. 2	(281-403-8009)
<input type="checkbox"/>	Facilities/Planning	(281-633-7022)	x	Comm. Pct. 3	(281-242-9060)
<input type="checkbox"/>	Purchasing Agent	(281-341-8642)	x	Comm. Pct. 4	(281-980-9077)
<input type="checkbox"/>	Information Technology	(281-341-4526)	x	County Clerk	(281-341-8697)
x	Other: Drainage		x	County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

**Special Handling Requested (specify):**



## HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

To: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Kent Edwards

Date: November 6, 2009

Subject: Revisions to Employee Information Manual Section 507, Holidays

Human Resources is submitting updates to the Employee Information Manual for your consideration. Section 507, Holidays, is revised to clarify that Holiday pay is limited to 8 hours per holiday. With an increase in the use of alternate work schedules such as "4 – 10's" (four ten hour days per week), clarification is needed. Some departments working the "4-10's" are reporting 10-hours per holiday. However, this practice results in the employees receiving 24 additional hours of holiday pay per year.

Departments that use the alternate schedules may choose to make adjustments to these schedules during holiday weeks to avoid either over or under-scheduling staff. For example, an employee who typically is off on Monday and works 10 hour days Tuesday through Friday can adjust their schedule to 8-hour days Tuesday through Friday during a week with a Monday holiday. During this same week, an employee who typically works Monday through Thursday with Fridays off can work 2 extra hours some time between Tuesday and Thursday, or work 8 hours per day Tuesday through Friday.

## 507 – HOLIDAYS

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### **Section 507.01 County Holidays**

Each year Fort Bend County Commissioners Court approves the schedule of holidays that the County will observe for the following year. The schedule is prepared and submitted by the Human Resources Department.

Most Fort Bend County offices and courts are closed in observance of recognized holidays with the exception of certain departments and offices that provide emergency and/or law enforcement services. These offices include but may not be limited to Juvenile Detention, the Sheriff's Office, Constables' Offices, and Emergency Medical Services

### **Section 507.02 Eligibility**

This holiday policy applies to all full-time employees, with the exception of certain employees in the Emergency Medical Services Department who are subject to Section 508: Holiday Policy for EMS Employees. Part-time and temporary employees are not eligible for holiday pay.

In order to receive holiday pay, a full-time employee must work, or have approved time off with pay, their last scheduled workday before a holiday, and first scheduled workday after a holiday.

### **Section 507.03 Holiday Pay**

All eligible Fort Bend County employees will receive eight (8) hours of holiday pay at their regular hourly rate of pay for each holiday observed by the County. Some Fort Bend County offices utilize flexible or alternative schedules rather than the traditional 8-hour day, 5-day week. Regardless of an employee's typical work schedule, holiday pay will be equal to 8 hours per holiday.

*Note: for purposes of computing overtime, holidays are not considered actual hours worked, and therefore will not count towards the calculation of overtime or compensatory time.*

### **Section 507.04 Alternate Days Observed**

If a holiday falls on a Saturday, Fort Bend County typically observes the holiday on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday will typically be observed on the Monday following the holiday.

### **Section 507.05 Working a Holiday**

If a holiday falls on an employee's regularly scheduled day off, the employee will receive eight (8) hours of holiday pay for the holiday provided they meet the conditions as specified in Sections 507.02 and 507.03 above. If an employee is required to work on a holiday, the employee will receive eight (8) hours of holiday pay in addition to their regular pay for time worked.

### **Section 507.06 EMS**

Certain employees of the Emergency Medical Services department are subject to the provisions of Section 508: Holiday Policy for EMS Employees.

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court Date:  
July 20, 1993  
Revised: February 10, 2004  
Revised: October 23, 2007  
Revised: November 17, 2009