



**HUMAN RESOURCES  
COUNTY OF HUMBOLDT**

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**SIDE LETTER OF AGREEMENT  
Library Holidays**

The purpose of this side letter is to adopt a policy to accommodate paid holiday time for County of Humboldt Library employees due to the non-traditional Tuesday through Saturday schedule that the library operates under.

This letter represents the Parties' agreements to adopt this policy as if incorporated to amend the MOU. Underlined sections are additions and strikethrough indicates deletion.

20.2.3. Library Holidays

When a holiday falls on a regular workday, Tuesday through Saturday, that day will be the observed holiday and the Library will be closed.

When the following holidays fall on a Sunday or Monday, library staff will accrue holiday hours in the amount commensurate to their full-time equivalent status (as otherwise described in Article 20), with no Saturday closure.

- The third Monday in January, Martin Luther King Day
- The twelfth day in February, Lincoln's Birthday
- The third Monday in February, President's Day
- The thirty-first day of March, Cesar Chavez Day
- The nineteenth day in June, Juneteenth
- The eleventh day in November, Veteran's Day
- And every day appointed by the President or Governor for a public fast, thanksgiving or holiday when so designated by the Board of Supervisors.

When the following holidays fall on a Sunday or Monday, Library staff will observe the holiday on the Saturday prior to the holiday, and the Library will be closed.

- January 1, New Year's Day
- The last Monday in May, Memorial Day
- The fourth day in July, Independence Day
- The first Monday in September, Labor Day
- The twenty-fifth day of December, Christmas Day

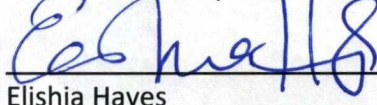
When the following Holiday Eves fall on a scheduled workday, the Library may adjust service hours to open no earlier than 9 AM and close no later than 5 PM without loss of pay for employees whose normal regular schedules fall outside of these times. The Department will endeavor to remind employees about any schedule changes planned at least two weeks prior to such occurrence.

- Thanksgiving Eve
- Christmas Eve
- New Year's Eve

FOR THE COUNTY

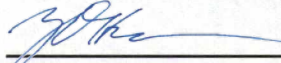
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Steve Madrone, Chair  
Humboldt County Board of Supervisors



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Elishia Hayes  
County Administrative Officer



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Zachary O'Hanen  
Director of Human Resources

FOR THE UNION



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Andrew Redden  
Business Agent, Local 1684

  
Sarah Ireland (Dec 21, 2022 11:04 PST)

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Sarah Ireland  
President, Local 1684







# AFSCME Side Letter of Agreement - Library Holidays Union

Final Audit Report

2022-12-21

Created:	2022-12-21
By:	Drew Redden (drew.redden@ca.afscme57.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADA-Dk7J8kxV-SHqfR3kS840SBH7aGZHM

## "AFSCME Side Letter of Agreement - Library Holidays Union" History

-  Document created by Drew Redden (drew.redden@ca.afscme57.org)  
2022-12-21 - 6:59:30 PM GMT - IP address: 47.208.98.50
-  Document emailed to sireland@co.humboldt.ca.us for signature  
2022-12-21 - 7:00:09 PM GMT
-  Email viewed by sireland@co.humboldt.ca.us  
2022-12-21 - 7:02:14 PM GMT - IP address: 104.47.65.254
-  Signer sireland@co.humboldt.ca.us entered name at signing as Sarah Ireland  
2022-12-21 - 7:04:48 PM GMT - IP address: 208.87.233.201
-  Document e-signed by Sarah Ireland (sireland@co.humboldt.ca.us)  
Signature Date: 2022-12-21 - 7:04:50 PM GMT - Time Source: server- IP address: 208.87.233.201
-  Agreement completed.  
2022-12-21 - 7:04:50 PM GMT