



# COUNTY OF HUMBOLDT

## Legislation Text

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File #: 22-1714, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Ratification of a Side Letter of Agreement with the American Federation of State, County, and Municipal Employees (AFSCME) Local 1684 Units 1 - 4 for Library Holidays

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to sign a Side Letter of Agreement with AFSCME Units 1 - 4 for Library Department Holiday Hours;
2. Authorize the Library Department to implement the provisions of the Side Letter with AFSCME Units 1 - 4 effective December 24, 2022;
3. Adopt Resolution No. \_\_\_\_\_ amending the Memorandum of Understanding (MOU) between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1864 for Units 1-4.

**SOURCE OF FUNDING:**

Library 1500-621

**DISCUSSION:**

The County of Humboldt and AFSCME have agreed to a Side Letter of Agreement (Attachment 1) to the current Memorandum of Understanding (MOU). 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.

If implemented, this side letter would establish the following:

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

The Humboldt County Library System (HCL) comprises 11 libraries and one bookmobile providing community-wide access to books, databases, magazines, audiobooks, movies, internet resources, and government and historical documents. The proposed Side Letter is recommended to reflect the interests of the public in being able to access HCL services on the Tuesday following a Monday holiday. This Side Letter would not result in a loss of pay to Library staff, who would have the ability to observe Sunday and Monday holidays on the prior Saturday.

**FINANCIAL IMPACT:**

This change would have no impact to the Library 1500-621 budget.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services .

OTHER AGENCY INVOLVEMENT:

AFSCME Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to authorize the Side Letter, however, this is not recommended. This would limit services to the public, as it would result in HCL services being closed to the public on the Tuesday that follows a Monday holiday.

ATTACHMENTS:

1. Side Letter of Agreement between AFSCME Local 1684 and the County of Humboldt
2. Resolution No. \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. 22-02

Meeting of: N/A

File No.: N/A