

**CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE**  
**PUBLIC DEFENDER**  
**AGENDA**  
**FEBRUARY 29, 2016**

Committee Members: Supervisors Wood, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Venselow, Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  1. Request: to request authorization to approve an alternative day off in lieu of a scheduled holiday

Rationale: to authorize an alternative day off in lieu of an official holiday if the employee is called in to work on one of the said official holidays or if the employee's normal day off falls on the official holiday

IV. Referrals/Pending Items:  
None

V. Discussion Items:  
None

VI. Privilege of the floor to discuss any additional item to come before the Committee

VII. Motion to adjourn

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**Attachments:**

1. Resolution Request Form No. 20 and supporting backup

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Warren County Public Defender**

**DATE: 2/18/2016**

(a) Purpose of Request:

**To Approve an alternative day off in Lieu of a Scheduled Holiday.**

(b) Details:

**To approve an alternative day off in lieu of an official holiday if the employee is called in to work on one of the said official holidays or if the employee's normal day off falls on the official holiday(see attached)**

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

**\* as listed in budget and LOGOS**

## Codification under Human Resource/personnel

### Section VI .012 Non-Union Holidays

When a non-union and Fair Labor Standards Act exempt employee as part of the customary work schedule is required to work on one of the County officially designated holidays for closing government buildings, or if an employee is called in to work on one of the said official holidays, the employee shall be receive pay at the employee's regular salary rate for the impacted workweek and receive a day off for working the holiday within 6 months with prior approval of the department head (which approval shall not be unreasonable denied). If the afore described employee's normal day off falls on the official holiday the employee shall take an alternative day off in lieu of the official holiday within 6 months and with the prior approval of the department head.