

**DEKALB COUNTY COMMISSIONERS**  
**RESOLUTION NUMBER 2017-R-22**

**Resolution Modifying County Policy on**  
**Payment of Holiday Pay for Class II Employees**

**WHEREAS**, the DeKalb County Employee Handbook was originally adopted on August 10, 2009; and

**WHEREAS**, said Handbook carried on a policy for CLASS II employees working in departments that must provide 24-hour coverage and are on rotating shifts to be paid for ALL holidays with one (1) check at the end of the year as provided in III.D.5. on page 31 of said Handbook; and

**WHEREAS**, said check by custom and practice was issued on or about December 1 of each year since the Christmas/NewYear's holidays usually were carried over to the next year since the normal.in pay periods for the following year; and

**WHEREAS**, said Christmas/NewYear's holidays were then paid in the check issued on or about December 1 of the following year; and

**WHEREAS**, the Indiana State Board of accounts charges the County Auditor with tracking all paid holidays and directs the payment for such holidays to be with the next p[ay period for proper audit purposes, which requires a change to said Handbook as it relates to paid holidays for said CLASS II employees covered in current III.D.5. of said Handbook.

**NOW , THEREFORE, BE IT RESOLVED BY THE DEKALB COUNTYCOMMISSIONERS THAT:**

- 1) III..D.5 of the DeKalb County Employee Handbook on page 31 is hereby revoked and deleted, effective the day following the issuance of holiday pay for said CLASS II employees on or about December 8, 2017.
- 2) III..D.6, III..D.7, and III..D.8 of the DeKalb County Handbook on page 31 are hereby renumbered III..D.5, III..D.6, and III..D.7.
- 3) III..D.5 (after the renumbering in #2 above) shall read as follows:  
"III..D.5 CLASS II employees rotating shift personnel that work a County holiday shall receive holiday pay for the number of hours they normally work, whether or not scheduled to work. For example, an employee scheduled for 12 hour shifts receives 12 hours holiday pay; 9 hour shift employees receive 9 hours holiday pay; and so on."

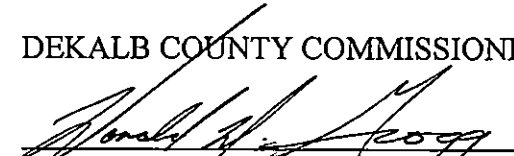
- 4) Also effective the day following said revocation and deletion of III.D.5 of the DeKalb County Employee Handbook, said Handbook on page 42 shall be amplified with the following:


“4. Pay periods for employee compensation are as established by the DeKalb County Council, currently paid in two (2) week intervals. All Compensation for Vacation Leave, Holiday Leave, Sick Leave and Personal Days, Bereavement Leave, Court Leave, and Military Leave shall be paid as allowed at the next payday for the period during which those paid days were exercised and the same payroll deductions will be made from that compensation as if the compensation was earned by regular work days.”

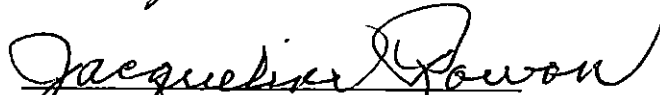
This Resolution shall be in full force and effect from and after its passage and publication as required by law.

ALL OF WHICH IS RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, on this 11th day of December, 2017.


DEKALB COUNTY COMMISSIONERS:

  
Donald D. Grogg - President

  
Randall J. Deetz - Vice President

  
Jacqueline Rowan - Member

Attested:

  
By Jan Bauman, Auditor