

**THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY
RESOLUTION NO. 2024-099**

**A RESOLUTION
AMENDING RESOLUTION NO. 2012-164, A RESOLUTION ADOPTING THE 2012
SANTA FE COUNTY HUMAN RESOURCES HANDBOOK TO REPLACE THE 2008
SANTA FE COUNTY HUMAN RESOURCES HANDBOOK, TO INCORPORATE
PROVISIONS GOVERNING ANNUAL LEAVE ACCRUAL BALANCES AND
HOLIDAYS FOR CERTAIN EMPLOYEES OF THE FIRE DEPARTMENT**

WHEREAS, on December 11, 2012, the Board of County Commissioners (“Board”) of Santa Fe County (“County”) adopted Resolution 2012-164, a Resolution Adopting the 2012 Santa Fe County Human Resources Handbook to Replace the 2008 Santa Fe County Human Resources Handbook (“the Handbook”); and

WHEREAS, Section 10, Annual Leave, subsection 10.1.2, Accrual, sets forth rules regarding the accrual of annual leave and the maximum amount of annual leave eligible to be carried forward to the next calendar year; and

WHEREAS, Section 10.1.2, Accrual, does not address the unique accrual requirements for employees working twenty-four-hour shifts; and

WHEREAS, Battalion Chiefs within the Santa Fe County Fire Department work twenty-four-hour shifts, and should therefore accrue and carry over leave in the same manner as other County employees who work twenty-four-hour shifts; and

WHEREAS, Section 10.3, Holidays, subsection 10.3.1, Eligibility, sets forth those employees who are entitled to time off from work with pay during holidays, and provides that the Board will approve holidays annually; and

WHEREAS, non-bargaining unit employees within the Fire Department currently celebrate holidays on a slightly different schedule than the employees within the Fire Department who are within the IAFF bargaining unit; and

WHEREAS, the lack of alignment between holiday schedules for bargaining unit and non-bargaining unit employees creates operational challenges.

NOW, THEREFORE, BE IT RESOLVED by the BCC that the following amendments to the Handbook are hereby adopted:

1. The Handbook, at Section 10.1.2, Accrual, is repealed and replaced with the following:

“10.1.2 ACCRUAL Each full-time and part-time classified employee, probationary employee, term employee and unclassified at-will employee accrues annual leave for each hour actually worked, excluding overtime, and for each paid hour according to the schedule below. Full-time and part-time classified, term

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and probationary employees are authorized a maximum of two hundred and forty (240) hours of annual leave to be carried forward to the next calendar year. At-will employees are authorized a maximum of three hundred and twenty (320) hours of annual leave to be carried forward to the next calendar year. Despite the above provisions regarding full time and part time classified employee accruals, a maximum of three hundred and sixty (360) hours of annual leave may be carried forward to the next calendar year for employees who work twenty-four-hour work days during the entire calendar year. For those employees who work twenty-four-hour work days during only a portion of the entire calendar year, accrual rates shall be pro-rated based on the amount of the calendar year spent working twenty-four-hour work days versus those spent working shorter periods of time. Annual leave shall not be granted in advance of accrual.

Annual Leave Accrual Schedule for Probationary, Term, At-Will, and Classified Employees

<u>Years of Eligible Service</u>	<u>Annual Hours Accrued Per Hour of Work</u>
0 thru 1 year inclusive	.0385
1 thru 5 years inclusive	.0578
5 years thru 10 years inclusive	.0767
More than 10 years	.0808

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Annual Leave Accrual Schedule for Law Enforcement Non-Union Employees

<u>Years of Eligible Service</u>	<u>Annual Hours Accrued Per Hour of Work</u>
0 thru 1 year inclusive	.0385
1 thru 5 years inclusive	.0577
5 thru 10 years inclusive	.0766

10 thru 15 years inclusive	.0807
15 years or more	.0885

“

2. The Handbook, at Section 10.3.1, Eligibility, is repealed and replaced with the following:

“10.3.1 ELIGIBILITY Each full-time and part-time classified employee, probationary employee, term employee and unclassified at-will employee is entitled to time off from work with pay during holidays. Holidays are approved annually by the Board, except as set forth herein. Departments who have twenty-four-hour shifts may, with the approval of the Human Resources Director, observe holidays on the actual holiday for the calendar year. Additionally, rather than observing the holidays approved by the Board, non-bargaining unit employees within the Fire Department shall observe holidays in accordance with the holiday schedule set forth in the IAFF collective bargaining agreement, which provision was contained in Section 26(A) of the Agreement at the time this amendment was adopted.”

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PASSED, APPROVED, AND ADOPTED THIS DAY OF **2024.**

**BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY**

By: *Hank Hughes*
Hank Hughes, Chair



ATTEST:
Katharine E. Clark

Katharine E. Clark
Santa Fe County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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APPROVED AS TO FORM:

Jeff Young
Jeff Young
County Attorney



I Hereby Certify That This Instrument Was Filed for Record On The 14TH Day Of August, 2024 at 12:55:24 PM And Was Duly Recorded as Instrument # **2039625** Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy *[Signature]* County Clerk, Santa Fe, NM