

**RESOLUTION NO. 2016-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN  
BAUTISTA AMENDING RULE XIV OF THE CITY OF SAN JUAN  
BAUTISTA PERSONNEL RULES RELATING TO  
HOLIDAY PAY FOR PART-TIME EMPLOYEES**

**RECITALS**

- A. The City of San Juan Bautista adopted Personnel Rules on May 16, 2000 by Resolution 20-17.
- B. The City Council wishes to amend the Personnel Rules to provide prorated holiday pay for part-time employees.

**THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA, CALIFORNIA, DOES  
RESOLVE AS FOLLOWS:**

SECTION 1. A new Section 4 is added to Rule XIV (Compensation and Benefits) of the San Juan Bautista Personnel Rules as set forth in Exhibit A, attached hereto and incorporated by reference herein.

SECTION 2. The new Rule XIV, Section 4 (Compensation for Holidays) will take effect immediately upon this Resolution being adopted by the City Council, and the City Manager is directed to distribute a copy of this new Rule XIV, Section 4 to all employees.

PASSED, APPROVED, AND ADOPTED ON January 19, 2016, by the following vote:

AYES: Edge, Lund, West, Martorana

NOES: None

ABSTAIN: None

ABSENT: Boch

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Rick Edge, Mayor

ATTEST:

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Connie Schobert, City Clerk

**Exhibit A**

## RULE XIV. COMPENSATION AND BENEFITS

Section 1. Salary and Benefit Plan: The City Manager shall submit a proposed Salary and Benefit Plan to the City Council. The City Council shall adopt the proposed plan with any amendments by resolution. No position shall be assigned a salary or receive benefit contributions beyond what is defined in the plan or any adopted amendments.

Section 2. Overtime Pay: For Non-Exempt Employees, Overtime Pay will be provided for Authorized Overtime Worked. Non-Exempt employees must request authorization from the City Manager to work Overtime Hours prior to actually working the Overtime Hours. The request shall be made in writing on forms specified by the City Manager. Overtime Pay will be compensated at One and One-Half times the Employee's regular rate of pay, for Overtime Hours authorized by the City Manager.

Section 3. Compensatory Time: For Exempt Employees, Compensatory Time will be provided for Authorized Overtime Worked. Exempt Employees must request authorization from the City Manager to work Overtime Hours prior to actually working the Overtime Hours. The request shall be made in writing on forms specified by the City Manager. Compensatory Time will be used within 3 months of its creation, will require a written request for use by the employee and prior authorization by the City Manager in order for the employee to use it. Compensatory Time will be used for those same purposes as Personal Leave. Compensatory time will be provided at a 1:1 ratio -- for every hour of overtime worked by the employee, one hour of compensatory time will be provided.

Section 4. Compensation for Holidays: All employees, whether employed full-time or part-time, shall receive holiday pay. Part-time employees shall receive holiday pay pro-rated according to the number of hours they are scheduled to work during a week.