



600 Jackson Street / Fredericksburg, Virginia 22401 / www.racsb.state.va.us

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NOTICE

TO: PERSONNEL COMMITTEE
Jack Rowley, Chair, Lawrence Davies, Kenneth Lapin, Beth Elkins, Linda Carter,
Kheia Hilton

FROM: Ronald W. Branscome, Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, June 14, 2017, **10:30 a.m.**
Board Room 208, Fredericksburg, VA

DATE: June 6, 2017

A Personnel Committee Meeting has been scheduled for Wednesday, June 14, 2017,
10:30 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 14th.

Enclosure (Agenda Packet)

cc: Linda Ball, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Wednesday, June 14, 2017, 10:30 a.m.
Ronald W. Branscome Building
Board Room 208
600 Jackson Street, Fredericksburg, VA 22401*

a g e n d a

- | | | |
|------|---|-------------|
| I. | CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | Jack Rowley |
| II. | MAY 2017 EEO REPORT
Pink pp. | Terry Moore |
| III. | MAY 2017 RETENTION REPORT
Gray pp. | Terry Moore |
| IV. | MAY 2017 DISABILITY CLAIMS REPORT
Yellow p. | Terry Moore |
| V. | HOLIDAY POLICY UPDATE
White p. | Terry Moore |
| VI. | OTHER BUSINESS | Jack Rowley |
| VII. | ADJOURNMENT | |



MEMORANDUM

To: Jane Yaun
From: Terry Moore
Date: May 31, 2017
Re: Summary – EEO Report – May, 2017 and Recruitment Update

RACSB received 195 applications through May 31, 2017. This is an increase of 36.6% compared to the month of April, 2017, and a decrease of 28.3% when compared to the month of May, 2016.

Of the applications received, 99 applicants listed the RACSB applicant website as their recruitment source. Seventy applicants indicated they were referred by RACSB employees. Eleven applicants listed other sources of recruitment.

According to the attached list, there are currently 64 open positions which is a total of 1 position more than the prior month. New positions account for 12 of the open positions.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of May.

APPLICANT DATA	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17
Female	152	174	230	242	150	119	92	154	116	98	128	68	136
Male	30	23	27	25	51	39	44	33	17	15	28	22	17
Not Supplied	68	71	91	114	59	52	39	47	43	33	33	34	42
Total	250	268	348	381	260	210	175	234	176	146	189	124	195
ETHNICITY													
Caucasian	95	96	144	144	88	70	35	85	65	46	86	30	75
African American	70	81	94	110	97	69	86	94	54	60	60	45	73
Hispanic	11	12	12	13	16	4	7	9	4	2	7	4	9
Asian	3	2	4	4	1	21	0	4	1	1	1	1	3
American Indian	5	4	8	5	0	0	4	1	2	2	1	2	
Native Hawaiian	0	1	0	0	1	0	0	0	0	0	1	0	
Two or More Races	4	4	7	4	8	2	3	3	7	3	3	2	
RECRUITMENT SOURCE													
Newspaper Ads	8	8	11	39	25	7	3	8	12	2	10	1	2
RACSB Website	102	132	191	209	166	135	100	171	112	79	97	88	99
RACSB Intranet	4	10	17	22	10	11	9	10	11	2	3	0	8
Employee Referrals	48	25	57	78	63	47	36	61	57	54	68	30	70
Radio Ads	1	0	0	0	0	0	0	0	0	0	0	0	
Indeed.com	51	61	72	36	4	3	0	0	0	5	8	15	2
VA Employment Commission	5	3	7	11	6	12	18	1	1	0	3	2	3
Other -	7	15	15	28	9	13	11	6	13	7	19	6	11
Facebook	0	0	0	0	0	0	0	0	0	0	0	1	
Multi Site Search	0	0	0	3	2	10	2	2	5	0	5	0	
NHSC	0	0	0	0	0	0	0	0	0	0	0	0	
Goodwill referral	0	3	0	0	0	1	0	0	0	0	0	0	
Job Fair	1	0	0	12	1	9	4	1	1	0	1	0	
Total # of Applicants										90	113	72	121

Open Position Report - May 31, 2017

Date Posted	Position No.	Position	Position Title	Location	RU	Full-time/ Part-time	Notes
5/10/2017	54-2017	ADMIN	Utilization Review Spec./Cons. Affairs Adv.	Fredericksburg	1000	FT	
5/12/2017	56-2017	ADMIN	Office Associate II	Fredericksburg	1100	FT	
5/18/2017	071-2017	CLINICAL	ES Therapist	Fredericksburg	2000/4000	FT	
3/23/2016	065-2016	CLINICAL	MH Nurse LPN/RN	Fredericksburg	2200	PT	
7/22/2016	172-2016	CLINICAL	Psychiatrist	F'burg, Caroline, King George	2200	FT	
11/17/2016	267-2016	CLINICAL	Psychologist II	Stafford	2200	FT	
5/18/2017	070-2017	CLINICAL	Child/Adolescent Therapist	Spotsylvania	2200	FT	
5/15/2017	067-2017	CLINICAL	Clinic Coordinator II	Stafford	2200/4200	FT	
5/23/2017	074-2017	CLINICAL	Adult MH Case Manager	Fbg/Caroline	2400	FT	
3/10/2017	034-2017	CLINICAL	SA Therapist - Probation & Parole	Fredericksburg	4200	FT	
3/10/2017	035-2017	CLINICAL	SA Therapist - Probation & Parole	Fredericksburg	4200	FT	
3/27/2017	153-2016	CLINICAL	SA Therapist	Stafford	4200	FT	
5/2/2017	063-2017	CLINICAL	SA Specialist - Link	Fredericksburg	4970	FT	
5/24/2017	075-2017	CLINICAL	Family Resource Specialist	HFRA	5561	FT	
7/20/2016	171-2016	CSS	PACT MH Nurse - RN	401 Bridgewater St.	2370	FT	NEW
1/24/2017	012-2017	CSS	PACT MH Nurse Manager	401 Bridgewater St.	2370	FT	
2/15/2017	021-2017	CSS	MH Nurse - LPN/RN	Crisis Stabilization	2770	PT	
4/3/2017	048-2017	CSS	MH Res. Counselor I	Home Road	2778	FT	
12/22/2016	294-2016	CSS	MH Res. Counselor II	Home Road	2778	FT	
10/26/2016	256-2016	CSS	MH Res. Counselor II	Bridgewater	2784	FT	
5/4/2017	064-2017	CSS	MH Res. Counselor II	Bridgewater	2784	FT	
2/24/2017	028-2017	CSS	MH Res. Counselor I	Bridgewater	2784	PT	
4/11/2017	051-2017	CSS	MH Res. Counselor I	Lafayette Boarding House	2786	PT	
3/23/2017	040-2017	CSS	MH Res. Counselor II	Lafayette Boarding House	2786	FT	
5/11/2017	65-2017	CSS	Developmental Services Support Coord.	Caroline	3400	PT	
5/23/2017	073-2017	CSS	Infant/Child Support Coordinator	PE-ID	3500	FT	
3/23/2017	037-2017	CSS	Day Support Counselor	RAAI/King George	3650	PT	
2/16/2017	020-2017	CSS	Day Support Counselor	RAAI - Various Locations	3650	PRN	NEW - 9 positions
1/20/2017	006-2017	CSS	ICF Nurse - LPN	Wolfe Stree ICF	3771	PT	NEW
7/19/2016	165-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
8/11/2016	198-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	NEW
12/19/2016	292-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
3/8/2017	031-2017	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
9/13/2016	225-2016	CSS	ID Res. Counselor I	Stonewall Estates	3773	PT	
4/14/2017	055-2017	CSS	ID Res. Counselor I	Stonewall Estates	3773	PT	
5/1/2017	060-2017	CSS	ID Res. Counselor I	Stonewall Estates	3773	PT	
3/23/2017	041-2017	CSS	ID Res. Counselor I	Devon Drive	3774	FT	
4/11/2017	050-2017	CSS	ID Res. Counselor I	Ruffin's Pond	3775	PT	
1/20/2017	009-2017	CSS	ID Res. Counselor I	Piedmont Drive	3776	PT	
5/23/2017	072-2017	CSS	ID Res. Counselor I	New Hope Estates	3778	PT	
5/11/2017	66-2017	CSS	ID Res. Counselor I	Belmont SAP	3781	PT	
11/28/2016	270-2016	CSS	ID Res. Counselor I	Galveston Road	3790	PT	
2/24/2017	026-2017	CSS	ID Res. Counselor I	Galveston Road	3790	PT	
11/30/2016	274-2016	CSS	ID Res. Counselor I	Churchill Drive	3791	PT	
6/1/2016	127-2016	CSS	ID Res. Counselor I	ICF Ross	3792	PT	
3/21/2017	036-2017	CSS	ID Res. Counselor I	ICF Ross	3792	FT	
4/3/2017	049-2017	CSS	ID Res. Counselor I	ICF Ross	3792	FT	
5/18/2017	098-2016	CSS	ICF Nurse - LPN	ICF Ross	3792	FT	
4/28/2016	097-2016	CSS	ICF Nurse - LPN	ICF-Lucas	3793	FT/PT	
6/1/2016	126-2016	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
11/14/2016	262-2016	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
3/29/2017	044-2017	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
3/29/2017	045-2017	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
8/3/2015	055-2015	CSS	Physical Therapist	PE-ID	3910	FT or PT	
5/18/2017	069-2017	CSS	Special Educator	PE-ID	3910	FT	
12/1/2016	276-2016	CSS	Occupational Therapist	PE-ID	3910	FT or PT	

RECRUITMENT REPORT 2017

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
External Applicants Hired:												
Part-time	8	3	2	3	6							
Full-time	8	4	5	2	7							
Sub Total External Applicants Hired	16	7	7	5	13							
Internal Applicants Moved:												
Part-time to PRN As Needed	1	0	1	0	0							
Part-time to Full-time	2	3	0	3	3							
Lateral Transfer	2	3	2	1	1							
Non-Lateral Change in Position	1	0	0	0	1							
Promotion	12	3	0	1	5							
Sub Total Internal Applicant Moves	18	9	3	5	10							
Total Positions Filled:	34	16	10	10	23							
Total Applications Received:	176	146	189	124	195							
Actual Total of Applicants:	94	90	113	72	121							
Total External Offers Made:	12	11	7	12	11							
Total Internal Offers Made:	8	8	9	8	9							



MEMORANDUM

To: Jane Yaun
From: Terry Moore
Date: May 31, 2017
Re: Summary – Retention Report – May, 2017

RACSB processed a total of six employee separations for the month of May, 2017. All of the separations were voluntary. Four of the employees were full-time and two were part-time.

Resignations were submitted due to relocation, to stay home and provide child care, and other career opportunities.

According to the attached report, the Retention Rate for May, 2017 was 98.81% and the turnover rate was 1.09%. Annualized turnover information is also included.

RACSB RETENTION & TURNOVER REPORT
MAY, 2017

ORGANIZATIONAL UNIT	NUMBER OF TERMS	VOLUNTARY	INVOLUNTARY	EXPLANATION
Administrative	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Clinical Services	2	2	0	Accept Another Job Opportunity
	0	0	0	Relocation
	0	0	0	Career Change
Unit Totals	2	2	0	
Community Support Services	1	1	0	Relocation
	1	1	0	Stay Home/Provide Child Care
	1	1	0	Career Change
	1	1	0	Accept Another Job Opportunity
Unit Totals	4	4	0	
Grand Totals for the Month	6	6	0	
Retirements	0	0	0	Retirements Do Not Count in Turnover Percentage

Total Employees for the Month	551
Retention Rate	98.91%
Turnover Rate	1.09%

Total Separations	6
Part-time Separations	33.35%
Full-time Separations	66.65%

RACSB Turnover 2014

<u>Employees</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>2014 Year End</u>
Average Total Positions	554	554	554	554	554	554	554	554	554	554	554	554	554
Monthly Terminations*	9	7	8	5	14	11	17	18	9	10	6	15	129
Turnover by Month YTD	1.62%	1.26%	1.44%	0.90%	2.53%	1.99%	3.07%	3.25%	1.62%	1.81%	1.08%	2.71%	23.29%
Cumulative Turnover YTD	1.62%	2.89%	4.33%	5.23%	7.76%	9.75%	12.82%	16.06%	17.69%	19.49%	20.58%	23.29%	23.29%
Average % Turnover per Month YTD	1.62%	1.44%	1.44%	1.31%	1.55%	1.62%	1.83%	2.01%	1.97%	1.95%	1.87%	1.94%	1.94%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2015

<u>Employees</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>2015 Year End</u>
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	10	8	13	2	10	17	10	17	10	12	8	10	127
Turnover by Month YTD	1.71%	1.37%	2.22%	0.34%	1.71%	2.90%	1.71%	2.90%	1.71%	2.05%	1.37%	1.71%	21.67%
Cumulative Turnover YTD	1.71%	3.07%	5.29%	5.63%	7.34%	10.24%	11.95%	14.85%	16.55%	18.60%	19.97%	21.67%	21.67%
Average % Turnover per Month YTD	1.71%	1.54%	1.76%	1.41%	1.47%	1.71%	1.71%	1.86%	1.84%	1.86%	1.82%	1.81%	1.81%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2016

<u>Employees</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>	<u>Jul-16</u>	<u>Aug-16</u>	<u>Sep-16</u>	<u>Oct-16</u>	<u>Nov-16</u>	<u>Dec-16</u>	<u>2016 Year End</u>
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	4	12	7	9	8	13	11	11	7	9	5	5	101
Turnover by Month YTD	0.68%	2.05%	1.19%	1.54%	1.37%	2.22%	1.88%	1.88%	1.19%	1.54%	0.85%	0.85%	17.24%
Cumulative Turnover YTD	0.17%	2.73%	3.92%	5.46%	6.83%	9.04%	10.92%	12.80%	13.99%	15.53%	16.38%	17.24%	17.24%
Average % Turnover per Month YTD	0.17%	1.37%	1.31%	1.37%	1.37%	1.51%	1.56%	1.60%	1.55%	1.55%	1.49%	1.44%	1.44%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2017

<u>Employees</u>	<u>Jan-17</u>	<u>Feb-17</u>	<u>Mar-17</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>2017 Year End</u>
Average Total Positions	614	614	614	614	614	614	614	614	614	614	614	614	614
Monthly Terminations*	10	10	7	11	6								
Turnover by Month YTD	1.63%	1.63%	1.14%	1.79%	0.98%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.17%
Cumulative Turnover YTD	0.16%	3.26%	4.40%	6.19%	7.17%	7.17%	7.17%	7.17%	7.17%	7.17%	7.17%	7.17%	7.17%
Average % Turnover per Month YTD	0.16%	1.63%	1.47%	1.55%	1.43%	1.19%	1.02%	0.90%	0.80%	0.72%	0.65%	0.60%	0.60%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers



MEMORANDUM

To: Ron Branscome, Executive Director
From: Terry Moore, Human Resources Manager
Date: May 31, 2017
Re: Summary – Disability Claims January 1 through May 31, 2017

The total premiums paid to The Standard through May 31, 2017 were \$44,551.34. The Short-Term Disability Loss Ratio was 67.17% and the Long-Term Loss Ratio was 50.01%.

For the reporting period there were a total of 6 short term claims and no long term claims filed with The Standard. One short term claim is pending and one claim remains active at this time.

There are three short term claims reported for our former carrier, CIGNA. All three claims are closed. One long term claim remains active through CIGNA.

Full-time employees hired January 1, 2014 and after are covered under the Virginia Local Disability Program (VLDP), administered by The Reed Group. This plan is self-funded by RACSB. Four claims are active at this time.

DISABILITY CLAIMS REPORT
1/1/17-5/31/17

CIGNA SHORT TERM		Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
4178297	ST	RTW-2/21/17	12/8/16	12/7/16	12/8/16-1/17/17	1/11/17	2,932.80	Closed
4204017	ST	RTW-1/23/17	12/17/16	12/16/16	12/17/16-1/20/17	1/17/17	3,200.00	Closed
4249873	ST	RTW-3/1/17	12/30/16	12/28/16	12/30/16-2/28/17	3/1/17	1,966.20	Closed
3 Total Claims								
0 Claims Pending								
Paid in 2016 for claims carried forward from prior year							(1,833.00)	
Paid in 2017 on above-listed claims							6,266.00	

CIGNA LONG TERM		Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
3960793	LT	Term. 5/27/16	3/2/16	3/1/16	5/31/16--	5/24/17	19,278.27	Active
1 Total Claim								
0 Claims Pending								
Paid in 2016 and prior for claims carrying over to 2017							(11,223.27)	
Paid in 2017 on above-listed claims							8,055.00	

STANDARD SHORT TERM		Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
OOEY8090	ST	Medical Leave	12/30/2016	12/28/2016	none yet	N/A	0	Denied
OOEY5881	ST	RTW-2/13/17	1/20/2017	1/19/2017	1/20/17-2/12/17	2/13/2017	953.49	Closed
OOEY5903	ST	RTW-4/3/17	1/27/2017	1/26/2017	1/27/17-4/2/17	4/4/2017	3,244.63	Closed
OEEZ0985	ST	RTW-5/1/17	2/20/2017	2/17/2017	2/20/17-4/1/17	4/4/2017	3,799.62	Closed
OOFB6161	ST	Medical/Surgical Leave	3/30/2017	3/29/2017	3/30/17-7/4/17	5/30/2017	4,844.93	Active
OOFD0130	ST	Surgical Leave	5/30/2017	5/29/2017	none yet	N/A	0	Pending
6 Total Claims								
1 Claim Pending								
Paid in 2017 on above-listed claims							12,842.67	

STANDARD LONG TERM		Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
Paid in 2017 on above-listed claims							0	

VLDP SHORT TERM		Employee	Disability	Date Last	Approved	**Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
108520437195	ST	Term.- 4/4/17	2/21/2017	2/16/2017	2/21/17-4/3/17	4/14/2017	2335.25	Closed
257574216498	ST	Medical Leave	4/4/2017	4/4/2017	4/4/17-4/24/17	5/26/2017	686.40	Active
317767354007	ST	Maternity Leave	4/27/2017	4/26/2017	4/27/17-6/7/17	5/26/2017	1437.12	Active
597836544733	ST	Maternity Leave	5/13/2017	5/13/2017	5/13/17-6/23/17	none yet	0.00	Active
257574216498	ST	Medical Leave	5/5/2017	5/4/2017	5/5/17-6/11/17	none yet	0.00	Active
5 Total Claims								
0 Claims Pending								

VLDP is self-funded



MEMORANDUM

To: Jane Yaun
From: Terry Moore
Date: May 31, 2017
Re: Holidays Policy Update

As a result of a recent policy review, the Holidays Policy 4.4 requires a minor change for programs and services requiring the program remain in a work status on a holiday. The verbiage in question specifically refers to the timeframe in which full-time employees have to take the alternative day provided them.



4.4 HOLIDAYS

A. *Holidays recognized:* Holidays authorized and recognized by the agency for observance are:

- ◇ New Year's Day (January 1)
- ◇ Martin Luther King Day (3rd Monday in January)
- ◇ President's Day (3rd Monday in February)
- ◇ Memorial Day (last Monday in May)
- ◇ Independence Day (July 4th)
- ◇ Labor Day (1st Monday in September)
- ◇ Columbus Day (2nd Monday in October)
- ◇ Veteran's Day (November 11)
- ◇ Thanksgiving Day (4th Thursday in November)
- ◇ Day after Thanksgiving
- ◇ Christmas Eve (December 24)
- ◇ Christmas Day (December 25)

When a holiday falls on Saturday, the Friday immediately preceding that day shall be observed as a holiday. When a holiday falls on a Sunday, the Monday immediately following is observed as the holiday.

B. *Eligibility:* Eligible full-time employees receive eight (8) hours pay for holidays, regardless of the amount of hours they are normally scheduled to work.

For full-time employees who do not work standard eight-hour days, some adjustment will be necessary:

- ◇ If the holiday falls on a day that the employee normally works more than eight hours, the employee receives eight hours of holiday pay and can either take annual leave to account for the balance of hours he/she is scheduled to work that day, or he/she can work additional time during the pay period of the holiday to make up the balance of hours.
- ◇ If the holiday falls on a day that the employee normally works less than eight hours, he/she will receive eight hours of holiday and will need to take additional time off during the week so that the total time off amounts to eight hours.
- ◇ If the holiday falls on a day that is not a regularly scheduled work day for the employee, (e.g. an employee who works 4-day, 40-hour workweek), the employee will be granted an alternate eight hours off for the holiday to be taken within 14 calendar days.

Part-time employees are eligible for holiday pay if the holiday falls on a regularly scheduled workday. The number of hours of holiday pay shall be the number of hours the employee is scheduled to work according to the work schedule on file in the employee's personnel file. To receive pay for the holiday, a part-time employee must work on the last scheduled workday before the holiday and the first scheduled workday after the holiday.

To receive pay for the holiday, a full-time employee must work or be on approved leave with pay on the last scheduled workday before the holiday and the first scheduled workday after the holiday. Any amount of unpaid leave on any adjacent day to holiday negates holiday pay. In programs and services requiring that the program remain in a work status on a holiday, full-time employees will be given an alternate day off for the holiday, which must be taken within 30 calendar days before or after the holiday.

Temporary and non-graded (relief and substitutes) employees are not eligible for holiday pay.