



**VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2018-04**

ESTABLISHING EMPLOYEE WORK HOURS & PAID HOLIDAYS FOR 2018

WHEREAS, The Valencia County Commission met upon notice of a Re-Organizational Business Meeting duly published on January 3, 2018 at 3:00 P.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031; and,

WHEREAS, New Mexico Constitution Article XX Section 19 provides that “[e]ight hours shall constitute a day's work in all cases of employment by and on behalf of the state or any county or municipality thereof;” and,

WHEREAS, the Board declares that a paid holiday is up to eight (8) hours paid compensation for time off in recognition of each designated holiday;” and,

WHEREAS, Section 10. 1 of the Valencia County Personnel Policy provides that “[t]he Board shall approve holidays at their discretion during the last meeting of December or the first meeting in January of each year, for the calendar year;” and,

WHEREAS, The Board of County Commissioners will establish regular employee working hours and paid holidays as follows:

WORKING HOURS:

Monday through Friday - 8:00 A.M. - 5:00 P.M. - five (5) days a week, with two (15) minute breaks every (4) hours, and one (1) hour for lunch break (Days and times for offices that require staggered shifts, part-time, emergency or personnel employed through grants, including the County Road Department, Sheriff's Department, Detention, Animal Control & Fire/Emergency Services may vary according to need and as approved by the Elected Official/ Department Head and the County Manager).

HOLIDAYS:


The Commission will follow the State Personnel Employee Calendar of holidays and amendments are to be made only by the Board of County Commissioners.

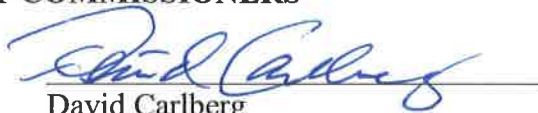
HOLIDAY	DAY / DATE OBSERVED
New Year's Day	Monday, January 1, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veteran's Day (observed)	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Presidents Day (observed)	Friday, November 23, 2018
Martin Luther King Jr.'s Birthday (observed)	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Day (Next Calendar Year)	Tuesday, January 1, 2019


NOW, THEREFORE, BE IT RESOLVED, that the Valencia County Commissioners approve the above working hours and paid holidays.

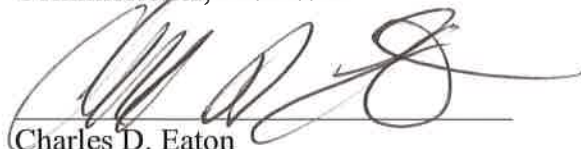
APPROVED, ADOPTED, AND PASSED on this 3rd day of January, 2018.


BOARD OF COUNTY COMMISSIONERS

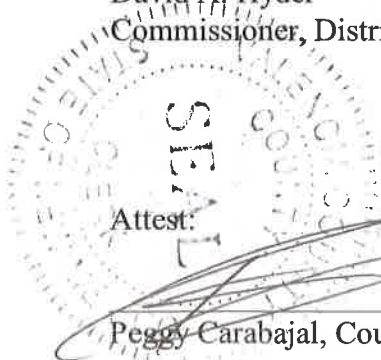


Helen Y. Cole
Commissioner, District I


David Carlberg
Commissioner, District II


David A. Hyder
Commissioner, District III


Charles D. Eaton
Commissioner, District IV


Jhonathan Aragon
Commissioner, District V


Attest:

Peggy Carabajal, County Clerk



2018 VALENCIA COUNTY CALENDAR

BOARD OF COUNTY COMMISSIONERS

444 LUNA AVENUE ♦ P.O. BOX 1119 ♦ LOS LUNAS, NEW MEXICO 87031

OFFICE: 505.866.2014 ♦ FAX: 505.866.3355 ♦ website: www.co.valencia.nm.us

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday-Offices Closed

Commission Business Meeting-3pm
Commission Public Hearing/Business Meeting-3pm

Paydays
Pay Period Ends