



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2016-020**

**ESTABLISHING EMPLOYEE WORK HOURS & PAID HOLIDAYS FOR 2016**

**WHEREAS**, The Valencia County Commission met upon notice of a Special Business Meeting duly published on January 4, 2016 at 5:00 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 Memorandum of holidays and amendments are to be made only by the Board of County Commissioners.

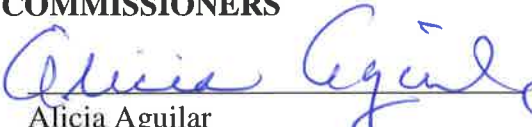
<b>HOLIDAY</b>	<b>DAY / DATE OBSERVED</b>
New Year's Day	Friday, January 1, 2016
Martin Luther King Jr.'s Birthday	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Presidents Day (observed)	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016


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

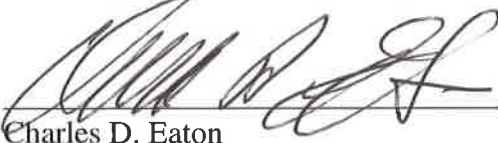
**APPROVED, ADOPTED, AND PASSED** on this 4<sup>th</sup> day of January, 2016.


**BOARD OF COUNTY COMMISSIONERS**

  
Helen Y. Cole  
Commissioner, District I

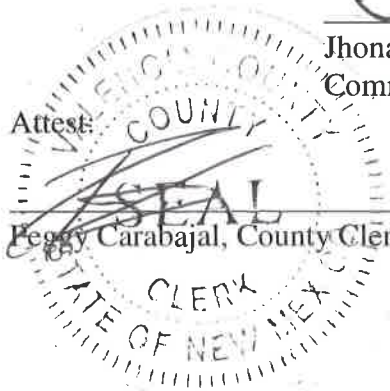
  
Alicia Aguilar  
Commissioner, District II

  
David A. Hyder  
Commissioner, District III

  
Charles D. Eaton  
Commissioner, District IV

  
Jhonathan Aragon  
Commissioner, District V

Attest:  
  
Peggy Carabajal, County Clerk





# 2016 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 2016						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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31						

February 2016						
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28	29					

March 2016						
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April 2016						
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May 2016						
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June 2016						
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July 2016						
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August 2016						
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September 2016						
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October 2016						
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30	31					

November 2016						
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December 2016						
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25	26	27	28	29	30	31

January 4, 2016

Holiday-Offices Closed

Commission Business Meeting-5pm  
 Commission Public Hearing-5pm

Paydays  
 Pay Period Ends