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**BEFORE THE BOARD OF DIRECTORS  
KINGSBURG TRI-COUNTY HEALTH CARE DISTRICT**

**IN THE MATTER OF:**

Approval of Amendment to Employee Handbook and Revision to Employee Workweek.

**RESOLUTION 2020- \_\_\_\_\_**

WHEREAS, it has come to the attention of the Board of Directors (“**Board**”) of the Kingsburg Tri-County Health Care District (“**District**” or “**KTHCD**”) that the present workweek and regular payday established in the District’s adopted Employee Handbook needs to be revised to accommodate both the District’s Administrative Clerk and a District consultant which assists with certain payroll processing, in order for the District to achieve a regular employee payday which would occur every two Fridays (i.e. every other Friday);

WHEREAS, the Board Chairman conferred with the Administrative Clerk on or about April 16, 2020 about potential mutually suitable solutions which could avoid any economic hardship to the Administrative Clerk, and the Administrative Clerk subsequently agreed with transitioning to a workweek which begins at 12:00 A.M. each Wednesday, and which ends seven (7) days later on the following Tuesday at 11:59:59 P.M.;

WHEREAS, as an interim measure, the Administrative Clerk also agreed to revise the workweek ending on Thursday 4/23/2020 to instead close on Wednesday **4/22/2020**, and to revise the two workweeks immediately thereafter to instead begin each Thursday, with the second of those workweeks closing on Tuesday **5/5/2020**; and

WHEREAS, the Board now desires to update the District’s Employee Handbook to reflect a new workweek and regular paydays, as provided hereinafter.

UPON MOTION OF BOARD MEMBER \_\_\_\_\_, SECONDED BY BOARD MEMBER \_\_\_\_\_, THE FOLLOWING WAS PASSED, APPROVED, AND ADOPTED BY THE BOARD OF DIRECTORS AT AN OFFICIAL MEETING HELD ON \_\_\_\_\_, 2020, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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ATTEST: \_\_\_\_\_  
Lori Sanders, Board Secretary

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**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS:**

1. Found the foregoing recitals to be true and correct;
2. Adopted and ratified, as an interim measure, modified workweeks for the Administrative Clerk such that the workweek otherwise ending on Thursday 4/23/2020 instead closes on Wednesday 4/22/2020, and the two workweeks immediately thereafter are to instead begin each Thursday, with the second of those workweeks closing on Tuesday 5/5/2020;
3. Adopted a new regular workweek for the Administrative Clerk, commencing on Wednesday, May 6, 2020, which shall start each Wednesday at 12:00 A.M. and shall end seven (7) days later on Tuesday at 11:59:59 P.M.;
4. Adopted regular paydays for District employees which are to occur every two Fridays, commencing with Friday, May 22, 2020;
5. Authorized the Board Chairman (and/or his designee) to incur on behalf of the District any necessary or convenient expenditures, consistent with the District's existing Financial Policies and Procedures, to accomplish the posting of all mandated employer notices to employees, including the posting of notice of regular paydays pursuant to California Labor Code § 207;
6. Adopted and ordered all of the following amendments to the District's Employee Handbook, which shall become effective on May 6, 2020:
  - (a) ~Page 16: Work Week: A workweek is a fixed and regularly recurring period of 7 consecutive 24-hour periods. The workweek begins each MondayWednesday at 12:001-a.m. A.M. and shall end seven (7) days later on the following Tuesday at 11:59:59 P.M.
  - (b) ~Page 92: All makeup time must be worked in the same workweek as the time taken off. The District's five-day workweek is MondayWednesday through FridayTuesday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

(c) ~~~Page 95:~~ • All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:00~~1 a.m.~~ A.M. and ends at ~~midnight~~11:59:59 P.M. ~~twenty-four (24)~~ hours later. Workweeks begin each ~~Sunday~~Wednesday at 12:00~~1 a.m.~~ A.M. ~~and end seven (7) days later on the following Tuesday at 11:59:59 P.M.;~~

(d) ~~~Page 97:~~ All employees of the District are paid every~~15th and last day of the month~~ other Friday for work performed during the previous two ~~completed workweeks pay period~~. If a regular payday falls on a holiday, employees will be paid on day before the scheduled payday.

(e) ~~~Page 99:~~ The workweek begins at 12:00~~1 a.m.~~ A.M. ~~each Sunday~~Wednesday and ends ~~at midnight on Saturday~~ seven (7) days later on Tuesday at 11:59:59 P.M.;

and

7. Authorized and directed District staff, officers and consultants to complete the necessary payroll adjustments authorized herein.

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