

Resolution 2018-001

RESOLUTION APPROVING THE OFFICIAL HOLIDAYS FOR EMPLOYEES OF ALBANY COUNTY FOR THE YEAR 2018 AND SETTING BUSINESS HOURS FOR CERTAIN ALBANY COUNTY OFFICES

Whereas, the Albany County, Wyoming Employee Handbook (Employee Handbook) adopted and amended December 19, 2017 provides for the observance of holidays each year as set by the Board of County Commissioners of Albany County, Wyoming (Commissioners).

Whereas, pursuant to Wyo. Stat. § 18-3-103 (b) and the Employee Handbook provides that all Albany County (County) Elected Officials and Department Heads shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the Commissioners through resolution.

Whereas, it is understood that this resolution shall not apply to all County departments as some are required to be in operation continuously. If a County employee is required to work on a holiday, the employee shall be entitled at least to time and half compensation.

NOW THEREFORE THE BOARD OF COUNTY COMMISSIONERS OF ALBANY COUNTY, WYOMING, RESOLVES:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That the list of holidays and other days as set forth below shall be observed during calendar year 2018 for County Employees.

Equality Day	3 rd Monday in January (January 15 th)
President's Day	3 rd Monday in February (February 19 th)
Memorial Day	Last Monday in May (May 28 th)
Independence Day	July 4 th
Labor Day	1 st Monday in September (September 3 rd)
Veteran's Day	November 11 th (Closed November 12 th)
Thanksgiving Day	4 th Thursday in November (November 22 nd)
Day after Thanksgiving	Friday, November 23 rd
Christmas Eve	December 24 th
Christmas	December 25 th
New Year's Eve	Close at noon (December 31 st)
New Year's Day	January 1, 2019

All County buildings will be closed to the public on Monday, October 8th, Columbus Day, for an in-house work day.

Section 3. That usual business hours for Albany County Offices to be open to the public shall be 9:00 o'clock a.m. to 5:00 o'clock p.m. excluding Saturdays, Sundays, legal holidays and other days as established by the Commissioners herein. County Elected Officials and Department Heads shall determine the schedules of the various offices and departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate Elected Officials and Department Heads as working situation and conditions require. Elected Officials may implement differing workweeks; hours of work and flexible work schedules provided such implementation is in the best interest of the County and is in compliance with federal law and Wyoming State law to the extent those laws apply.

PASSED, APPROVED, AND ADOPTED THIS 2nd day of January, 2018.

THE BOARD OF COUNTY COMMISSIONERS OF
ALBANY COUNTY, WYOMING



Tim Chesnut
Chairperson

ATTEST:



Jackie R. Gonzales,
Albany County Clerk