

# Before the Board Of Supervisors County of Placer, State of California

In the matter of: Re-adoption of the Personnel Rules in  
its entirety as identified in Chapter 3 of the Placer County  
Code and Amendment to Chapter 2, Administration, Article 2.12  
County Office Hours

Ordinance No.: \_\_\_\_\_

First Reading: July 10, 2007

Second Reading: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a  
regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES  
HEREBY ORDAIN AS FOLLOWS:**

Chapter 3 of the Placer County Code is readopted in whole, and as set forth in  
attachment A hereto, except as otherwise set forth herein. Should attachment "A"  
inadvertently contain provisions that are in conflict with provisions contained in  
previously adopted ordinance numbers 5442-B, 5443-B, or 5444-B, then the provisions  
of these previously adopted ordinances shall control.

The Chapter 3 sections and appendices identified in this paragraph, and as modified  
by recent ordinance changes, are not part of attachment "A" hereto. These sections  
and appendices are not being deleted, revoked, amended, or otherwise changed in  
substance, but are only being uncodified. A) The administrative code, classification

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title, salary plan- appendix, and grade information contained in sections 3.12.020\* and 3.12.030\*. B) The entirety of appendices 1, 1A, 1B, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. C) The current schedule of all titles coming within the classified service pursuant to section 3.08.070.

\*(Portions of these sections will remain in the codified attachment "A" while consolidated collective bargaining agreements and consolidated salary and benefits ordinances are being finalized. After those consolidated documents are finalized, these portions will also become uncodified).

## Chapter 2 ADMINISTRATION

### Article 2.12 COUNTY OFFICE HOURS

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2.12.010 Hours and holidays of county offices generally.

Except as provided in the following section, the minimum that county offices shall keep their offices open for the transaction of business shall be during the hours of eight a.m. and five p.m., (unless otherwise ordered by minute order of the board of supervisors) Mondays through Fridays, with the exception of the following holidays on which county offices shall be closed:

- A. January 1st.
- B. Third Monday in January (Martin Luther King, Jr. Day).
- C. February 12th, (Lincoln's Day).
- D. The third Monday in February (President's Day).
- E. Last Monday in May (Memorial Day).
- F. July 4th.
- G. First Monday in September (Labor Day).
- H. Second Monday in October (Columbus Day).
- I. November 11th (Veteran's Day).
- J. Thanksgiving Day.
- K. The day following Thanksgiving Day.
- L. December 25th.
- M. Every day appointed by the President or the Governor for a public fast, Thanksgiving or holiday, subject to approval by board of supervisors.
- N. When any of the foregoing holidays falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

**O. When any of the foregoing holidays falls on a Saturday, the proceeding Friday shall be deemed to be the holiday in lieu of the day observed.**

~~Q. For county holidays falling on a Saturday from and after five p.m., December 24, 1971, such employees shall be entitled to a holiday the preceding Friday unless the board of supervisors, by minute order, directs that such eight hours be added to each such employee's annual vacation leave.~~

~~1. For county holidays falling on the normal day off for employees working other than a normal Monday through Friday schedule (i.e., 9-80, 8-80, etc.), such employees shall have an additional eight hours credited to their vacation balance. (County holiday defined per County Code Section 3.08.170)~~

~~P. Floating Holiday. During the first full pay period of the calendar year, eight hours floating holiday will be credited to employees. Employees unable to complete six~~

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~~months (one thousand forty (1,040) straight time hours) initial probationary period prior to December 31st, shall not be eligible for any Floating Holiday that year. Hours shall be prorated for permanent part-time employees. Floating holiday shall be taken within the calendar year granted, and shall not carry over from year to year. Unused holiday time will not be compensated upon termination.~~

~~It will be management's policy to make every effort to allow employees to take the time off at their choosing. (Ord. 5362-B, 2005; Ord. 5342-B, 2005; Ord. 5006-B (part); 1999: prior code § 2.1)~~