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ORDINANCE # 94- 4

AMENDING THE TORRANCE COUNTY PERSONNEL POLICY MANUAL
ORDINANCE AS PERTAINING TO LEAVE AND HOLIDAYS AND EXEMPT
EMPLOYEES.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
TORRANCE COUNTY:

SECTION 10. LEAVE AND HOLIDAYS, SECTION 10.3. HOLIDAYS:

OMIT section labeled B. ' When a holiday falls on an employees' day off, the employees' holiday shall be observed on the following work day, work load permitting as determined by the department head.'

SECTION 10.3.D:

In order to receive pay for a designated legal holiday, employees shall be in a work or paid leave status on their work day (instead of scheduled work day) immediately preceding and following the holiday, or must have worked on the stated holiday. An employee absent without leave on their work day (instead of scheduled work day) before or after a holiday will not receive pay for that holiday.

SECTION 10.4. ANNUAL LEAVE WITH PAY:

No more than 240 hours may be accrued at any given time. Instead of: ' No more than 240 hours may be carried over to the next calendar year.'

SECTION 2.15. EXEMPT EMPLOYEES:

This policy is to elaborate more extensively what is meant by the word exempt employee relative to Torrance County's Personnel Policy Manual.

It is to further explain that elected officials deputies, undersheriff (considered 1st deputy), administrative assistant to sheriff, an appointed county manager, emergency services manager and senior citizen coordinator, are considered exempt employees.

Exempt employees will serve at the will of the elected official, however, under the anti-donation clause, these employees will be expected to work a full work week. The



exempt employee shall not accrue vacation, sick or overtime hours. Allowable time off shall be at the discretion of the elected official.

Deputies of elected officials shall be paid 80 percent of elected official's salary, with raises tied to elected official's salary raises.

This ordinance shall become effective immediately on the 11 day of May, 1994.

PASSED, APPROVED AND SIGNED this 11 day of April, 1994, by the Board of County Commissioners of Torrance County, New Mexico.

Bill Miller

Chairman

Bill Carter

Member

Roy B. Spomer

Member

ATTEST:

Carla Clayton
Clerk of the Board

STATE OF NEW MEXICO
County of Torrance
I hereby certify that this instrument was
filed for record on the 11 day
of April A.D. 19 94
at 1:42 o'clock P M. and duly
recorded in book 268 at page 3403-3404

Witness my hand and Seal of office
Carla Clayton
County Clerk Torrance Co. N.M.
Carla Clayton
Deputy

