



## County of Frederick

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**Michael J. Marciano**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors  
FROM: Michael J. Marciano  
DATE: April 2, 2021  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Boardroom Room at 107 North Kent Street on **Friday, April 9, 2021** at 9:00 a.m.

The agenda for the meeting is as follows:

- 1. Frederick County Holiday Discussion**
- 2. Employee of the Month Recognition – Employee Nomination**



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**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** April 2, 2021

**Re:** Frederick County Holidays

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The County's policy has been to observe all federal and state holidays and other such holidays as may be prescribed by the Board of Supervisors. As early as 1974, the Board of Supervisors adopted the policy of following state and federal holidays. This has been reaffirmed over the years and, in 2000, the Board of Supervisors agreed again to follow the holidays as observed by the state.

Continuing to apply this approach makes sense because it provides uniformity for County residents as to when our offices and those of state departments will be closed. Following a schedule other than the state schedule may cause confusion for residents who typically expect our offices to be open or closed at the same time as other government offices such as the Department of Social Services, the courts, or the Department of Motor Vehicles.

The HR Department recommends that we no longer list in the HR Policies the holidays observed by the County. Such a change will eliminate the necessity of the HR Committee and the Board needing to make revisions whenever any changes to the federal or state holidays occur.

## VIII. WORK HOURS, HOLIDAYS, LEAVE

### 8.2 Holidays

The County shall observe federal and state holidays and other such holidays as may be prescribed by the Board of Supervisors – which currently includes Apple Blossom Friday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday; when the holiday falls on a Sunday, it shall be observed on the following Monday. All full-time employees of the County shall be entitled to holiday benefits.

~~Current holidays observed by the County are:~~

~~Martin Luther King's Day~~

~~Presidents' Day~~

~~Apple Blossom Friday~~

~~Memorial Day~~

~~Fourth of July~~

~~Labor Day~~

~~Columbus Day~~

~~Election Day~~

~~Veterans Day~~

~~Wednesday before Thanksgiving, noon closing~~

~~Thanksgiving Day~~

~~Day after Thanksgiving~~

~~Christmas Eve Day~~

~~Christmas Day~~

~~New Year's Day.~~

Personnel, who are not called upon to work during a holiday, will be paid for the holiday at straight time. If personnel are required to be on duty during a holiday because of the nature of their position, they shall be paid for the holiday plus their hours worked.

Holiday pay shall be granted based on the scheduled workday of the employee. If an employee is regularly scheduled to work an 8-, 10- or 12-hour day, he/she will receive 8 hours of holiday pay. Firefighters scheduled to work a 24-hour shift will receive 10 hours of holiday pay.



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**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** April 2, 2021

**Re:** Employee of the Month Nomination

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Based upon the reasons provided in the Employee of the Month nomination, the HR Department supports recognizing this individual as April 2021 recipient.



# County of Frederick Employee of the Month Nomination Form

Received: (HR use)  
\_\_\_\_\_

## Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant **contribution, accomplishment or achievement** to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

Critical Thinking and Problem Solving	Interpersonal Skills	Professionalism	Superior Accomplishment
Customer Service (Exceptional)	Leadership Qualities	Project	Other
Dependability	Monetary Savings Ideas	Quality	
Innovation/Creativity	Performance/Skill Level	Resourcefulness	
Integrity	Positive Attitude	Safe Work Practices	

Employee Name : \_\_\_\_\_ Department: \_\_\_\_\_

Nomination Submitted By: \_\_\_\_\_ Department: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.