



BOARD OF SUPERVISORS  
AGENDA LETTER

**Agenda  
Number:**

**Clerk of the Board of  
Supervisors**  
105 E. Anapamu Street, Suite  
407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** January 23, 2018  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Lori Gentles, Human Resources Director, 568-2816  
Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

**SUBJECT: Disaster Leave Program and Transportation Reimbursement Program for Employee Absences and Use of Alternative Transportation Modes Due to Natural Disaster**

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Approves the Major Disaster Leave-Sharing Plan Policy in Attachment A,
- b) Adopts the resolution in Attachment B implementing a Transportation Reimbursement Program for County Employees Affected by January 2018 Mudslides, and
- c) Determines pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any

commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

The recommended actions would implement a Major Disaster Leave-Sharing Plan Policy by which County employees could donate accrued leave to a pool that would be used to assist other employees who were not able to get to work because of the recent road closures using their normal transportation modes or alternate transportation and who do not have leave accruals to use to be paid for time they were prevented from working.

In addition, the recommended actions would implement a Transportation Reimbursement Program that would provide partial reimbursement of up to \$35 per day to employees unable to get to their work sites using their normal modes of transportation because of the recent mudslides and road closures for the expense of using alternative transportation (e.g. train or ferry) to report to work.

**Background:**

On January 9, 2018, a rainstorm brought heavy rain to the County and surrounding areas. The impact of this storm was exacerbated by the damage already inflicted by the Thomas Fire, and, as a result, mudslides occurred destroying or significantly damaging homes and cutting off major transportation routes into and within the County. As a result of this storm, it is believed that approximately 300 County employees living in Summerland, Carpinteria, Montecito, and various cities in Ventura County may have been unable to report to work due to the closed transportation routes or damage to their residences.

The Disaster Leave Pool Program would allow employees the ability to donate accrued leave hours to a disaster leave pool. Employees unable to get to work because of the mudslide disaster who do not have accrued vacation leave would then be able to apply for donations from the pool. The goal is to ensure that employees do not suffer a loss in pay or benefits to the degree possible, as a result of this disaster. Depending on the quantity of donations, these funds will provide some relief for those without vacation accruals and who are unable to make it to work.

The Transportation Reimbursement Program would provide employees who are unable to work from home at all or for prolonged periods of time and who used alternative transportation (e.g. train or ferry) to get to work from January 9, 2018 until the reopening of US 101, reimbursement of up to \$35 per day with proof of purchase of a train ticket or ferry pass. The reimbursement is not intended to cover the entire cost of alternative transportation but to cover a portion of the costs as actual costs for different modes of transportation vary.

Eligibility for either program requires employees to attest that they were unable to report to work using their normal transportation mode or alternate transportation. In addition, in order to be eligible for the Disaster Leave Pool Program, employees must have exhausted all accrued paid leave balances to which they are entitled (e.g., vacation/holiday/compensatory time off). Donated leave hours are not eligible for payout on separation and will only be granted for hours missed due to the inability to get to work or work from home for as long as donated hours in the pool lasts.

**Fiscal Analysis:**

**Budgeted:** Yes

Although there is no way to know in advance how much accrued leave would be donated to fund the Disaster Leave Pool or how many people would need to request assistance, there is no fiscal impact of implementing this program. Funding to pay employees who were affected by the mudslides was included in the Fiscal Year 2017-18 budget. Under the terms of the program, instead of being paid for working these budgeted hours, employees who receive donations will be paid using vacation hours donated by other employees to the pool. The fiscal impact of the Transportation Reimbursement Program is estimated at approximately \$14,000 to \$26,000 per week for all departments Countywide depending on how many employees request reimbursement; however, any costs associated with approval of the recommended action would be capped at a \$35 per day per employee and absorbed within existing department budgets.

**Attachments:**

Attachment A: Major Disaster Leave-Sharing Plan Policy

Attachment B: Resolution implementing a Transportation Reimbursement Program

**Authored by:** Lori Gentles/Joseph Pisano

**Special Instructions:**

cc: Mona Miyasato, County Executive Officer  
Michael C. Ghizzoni, County Counsel  
Theo Fallati, Auditor-Controller  
Assistant CEOs  
Department Heads