



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: CEO
Department No.: 012
For Agenda Of: October 20, 2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 3/5

TO: Board of Supervisors

FROM: Jeri Muth, Human Resources Director, 568-2816
Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: *Implementation of 2015 Holiday Closure*

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve the side letter agreements in Attachment A with various labor organizations to provide represented employees with a bank of 32 hours of paid time off to be used when County departments close operations to the extent possible from December 28 through December 31, 2015 inclusive;
- b) Provide the same bank of 32 hours of paid time off to unrepresented employees to be used when County departments close operations to the extent possible from December 28 through December 31, 2015 inclusive;

- c) Adopt the resolution in Attachment B to allow department heads to temporarily reduce hours of operation from December 28 through December 31, 2015 inclusive to implement a holiday closure period for the majority of County employees, and
- d) Determine that these actions are exempt from California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines section 15378 (b) (2).

Summary Text:

The recommended actions provide a bank of 32 hours of paid time off to employees represented by the employee organizations who entered into the side letter agreements in Attachment A and to unrepresented County employees. The Board previously approved the same bank of hours under the same terms and conditions for employees represented by the Service Employees International Union, Local 721 and by the Engineers and Technicians Association.

In addition, the recommended actions allow County department heads to temporarily reduce hours of operation from December 28 through December 31, 2015 inclusive, to the extent possible, to implement a holiday closure period for County employees as authorized by the resolution in Attachment B. County departments' operational plans for this period are summarized in Attachment C.

Background:

During the Fiscal Year 2015-2016 budget deliberations, Board of Supervisors' Chair Janet Wolf expressed interest in potentially negotiating with all unions a paid time off benefit of 32 hours in order to close County offices between Christmas and New Year's Day in 2015 to the maximum extent possible. Subsequently a survey of County employees rated a closure of this nature among the top five ideas for increasing employee engagement. As a result, the Board directed staff to negotiate a closure between the Christmas 2015 and New Year's Day 2016 holidays with all employee groups.

Following the Board's direction staff entered into the side letter agreements with employee organizations in Attachment A to provide a bank of 32 hours of paid leave for the employees these groups represent to use to the extent departments where they work are able close operations between Christmas Day 2015 and New Year's Day 2016. The Sheriff's Managers Association declined to enter into an agreement for paid time off, and the Board previously approved similar agreements with Service Employees International Union, Local 721 and the Engineers and Technicians Association. The recommended actions will also provide 32 hours to unrepresented employees under the same conditions, specifically that the hours have no cash value and must be used by January 1, 2017.

County Code section 27.3 specifies the general operating hours of County offices as every day of the week "except Saturdays, Sundays, and holidays" but includes a provision that allows the Board to "specify and adopt by resolution temporary reduced office hours when financially necessary and in the best interest of the county." Consistent with this section of the County Code, the resolution in Attachment B authorizes department heads to temporarily reduce hours

of operation from December 28 through December 31, 2015 inclusive to implement a holiday closure period for the majority of County employees.

In addition, staff in County departments have planned to ensure public health, safety, and other critical services are provided during this period. Legal mandates or other operational needs preclude some departments from closing at all during this period; some departments will implement partial closures, reducing days and/or hours of operation while still providing mandated services, and some departments will close to the public entirely during this period. Where offices are partially or fully closed, departments will make necessary arrangements to cover emergency or critical services.

This is typically a period of time when County departments are minimally staffed. Attachment C summarizes County departments' operational plans for the period of December 28 through December 31, 2015. Even those departments that will not close during this period will be allowing some employees to take time off then. Additionally, necessary employees will be available for emergency response and will be on call to meet any operational needs.

Employees in work locations that are unable to close from December 28, 2015 through December 31, 2015 will have until January 1, 2017 to use all 32 hours, at which time any remaining hours will expire. There is no cash value associated with any of these hours if employees separate from County service before using them. As always, department directors are required to manage the use of their employees' time off and any subsequent backfill or overtime it may create.

Fiscal Analysis:

Budgeted: No

There are no increased financial costs associated with providing the 32 hours of paid leave time to the vast majority of County employees who will receive them, since funds are already budgeted to pay employees for a full work year, though some loss in productivity will occur as some County offices close between Christmas 2015 and New Year's Day 2016.

The Fire Department uses a constant staffing model in the Fire Stations that requires the absence of one employee to be backfilled by paying another employee overtime to cover the absent employee's shift, and certain operations in the Sheriff's Department require similar backfilling when employees take time off. If total time off is increased in these two departments, it could require additional overtime, depending on staff availability. The Sheriff's Department and Fire Department will need to manage approved time off to ensure that these paid leave hours do not result in significantly increased costs related to backfilling.

cc: Mona Miyasato, County Executive Officer
Robert W. Geis, Auditor-Controller
Michael C. Ghizzoni, County Counsel
County Department Heads

Attachment A: Side Letter Agreements re. 32 Hours Paid Leave Time

Attachment B: Resolution Authorizing Temporary Change in Hours of Operation
Attachment C: County Holiday Closure Operational Plan